

# ***Lehigh Valley***

***Workforce Development Board***

## **LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD MINUTES FRIDAY, MARCH 17, 2017 AND FRIDAY, MARCH 24, 2017**

Due to the inclement weather the Lehigh Valley Workforce Development Board (LVWDB) meeting had to be rescheduled from Tuesday, March 14, 2017 to Friday, March 17, 2017 at 7:30am, 555 Union Boulevard, Allentown.

Due to the last minute schedule change, LVWDB was two members shy of having a quorum at the March 17, 2017 meeting, therefore we conducted a call-in meeting on Friday, March 24, 2017 for those Board Directors who were unable to attend meeting.

Minutes of the meetings are as follows:

March 17, 2017 Members present: Stephen Bailey, David Davies, Tom Fiorini, Vito Gallo, Fidel Gonzalez, Kelly Gould, Laurie Hackett, Laura Haffner, Constance Hood, Ellen Kingsley, Janice Komisor (via phone), Kurt Landes, John MacDonald, Lisa Nesbitt, Owen O'Neil (via phone), James Reilly (via phone) Sharon Scheirer, Susan Storm, and Carol Young. Guests present: Michelle Griffin-Young and Danielle Bodnar from Greater Lehigh Valley Chamber of Commerce, Connor Corpora representing US Senator Bob Casey, Carol Halper representing Congressman Charlie Dent, 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, Nanse Wolfington and PA CareerLink® staff.

Treasurer, Laurie Hackett, welcomed all to the March 17, 2017 Board meeting.

March 24, 2017 Members present via phone or in person: Paul Anthony, Ann Bieber, Don Cunningham, Chair, Luke Cunningham (in person), Patricia Hartwell, Ellen Kingsley, John MacDonald (in person), Denise Maiatico, Tim Mulligan, Jim Nichols, Carol Obando-Derstine, and Larry Wiersch (in person). Staff present: Nancy Dischinat, William Bartle, Marie Beacher, Lillian Rodriguez

### **Action Required**

*Approval of December 13, 2016 Minutes*

***ACTION ON MARCH 17, 2017: Stephen Bailey motioned, Laura Haffner seconded, and all Board Directors present voted in the affirmative.***

***ACTION ON MARCH 24, 2017: John MacDonald motioned, Don Cunningham seconded, and the minutes of December 13, 2016 were approved.***

### **Request for Proposals for Out-of-School Youth**

Youth CareerFORCE Committee Chair, Ellen Kingsley requested that the minutes reflect, our thanks to the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) program services review committee consisting of LVWDB Board members: Luke Cunningham, Larry Wiersch, Vito Gallo, Denise Maiatico, Youth CareerFORCE committee member: Frank

Mikus and herself as LVWDB Board member and Youth CareerFORCE Committee Chair. She thanked all for volunteering their time and providing insight and guidance during this process.

The LVWDB issued a Request for Proposal (RFP) describing three new programming options: Navigator, Vendor and Full Service program. The RFP was released on August 15, 2016 and was suspended following additional WIOA guidance provided from the Commonwealth. An updated RFP, clarifying the three categories of programming, was issued on January 11, 2017. LVWDB received three Full Service Program responses and one Navigator program response. After the proposers made presentations to the review committee, recommendations are as follows:

Educational Data System Incorporated (EDSI), Lehigh Carbon Community College (LCCC) and St. Luke's University Health Network submitted Full Service proposals and are being recommended for funding, subject to negotiation.

Educational Data System Incorporated (EDSI), Lehigh Carbon Community College (LCCC) and St. Luke's Hospital are recommended for funding subject to negotiation.

***ACTION ON MARCH 17, 2017: John MacDonald motioned, Vito Gallo seconded, and all Board Directors present voted in the affirmative for Educational Data System Incorporated, Lehigh Carbon Community College and St. Luke's University Health Network for Full Service programs as presented, Sharon Scheirer of St. Luke's University Health Network abstained.***

***ACTION ON MARCH 24, 2017: John MacDonald motioned, Vito Gallo seconded, all approved Educational Data System Incorporated, Lehigh Carbon Community College and St. Luke's University Health Network for Full Service programs as presented, Dr. Ann Bieber of Lehigh Carbon Community College abstained.***

Lehigh Career and Technical Institute's (LCTI) proposed program is being recommended subject to negotiations. During negotiations, if it is determined the Navigator will serve Out-of-School Youth (OSY), the recommendation is to fund through WIOA; if it is determined the Navigator will serve In-School Youth (ISY), it is recommended that the proposal be funded with Temporary Assistance to Needy Families (TANF) funds.

***ACTION ON MARCH 17, 2017: Tom Fiorini motioned, Connie Hood seconded, and all Board Directors present voted in the affirmative to recommend funding to LCTI based on determination of the OSY/ISY status and availability of funding.***

***ACTION ON MARCH 24, 2017: Larry Wiersch motioned, Denise Maiatico seconded, and all approved to recommend funding to LCTI based on determination of the OSY/ISY status and availability of funding.***

After funding the above initiatives, there may be unobligated youth funds through contract negotiations, and through additional anticipated state youth allocations. The LVWDB may determine that there are insufficient youth providers and allow LVWDB to sole source funds.

Therefore, the option to negotiate with our Adult Education and Family Literacy (AEFL) providers for additional services is recommended.

***ACTION ON MARCH 17, 2017: Laura Haffner motioned, Steve Bailey seconded, and all Board Directors present voted in the affirmative to sole source and negotiate with our Adult Education and Family Literacy providers for additional services subject to availability of funding.***

***ACTION ON MARCH 24, 2017: Don Cunningham motioned, Patricia Hartwell seconded, and all approved to sole source and negotiate with our Adult Education and Family Literacy providers for additional services subject to availability of funding.***

*Renewal of Youth In-School Summer Work Experience Contracts*

The Department of Human Services provides Temporary Assistance for Needy Families (TANF) funding for in-school youth programming. During 2016, LVWDB contracted with Communities in Schools of the Lehigh Valley, Lehigh Career and Technical Institute, Penn State University, St. Luke's Hospital and Eckerd Youth to provide rising high school seniors a summer work experience.

All contracts were written with a renewal option for three successive summers based on availability of funds. Eckerd Youth did not meet performance during the summer of 2016 and their contract will not be renewed.

The Youth CareerFORCE committee recommended moving forward with a TANF summer work experience program and requested board approval to re-negotiate contracts based on performance and availability of TANF funding with Communities in Schools of the Lehigh Valley, Lehigh Career and Technical Institute, Penn State University, and St. Luke's Hospital.

***ACTION ON MARCH 17, 2017: John MacDonald motioned, Connie Hood seconded, and all Board Directors present voted in the affirmative for Communities In Schools of the Lehigh Valley, Lehigh Career & Technical Institute, Penn State University/Lehigh Valley and St. Luke's Hospital to re-negotiate TANF summer work experience contracts based on performance and availability of funds. Sharon Scheirer of St. Luke's Hospital abstained.***

***ACTION ON MARCH 24, 2017: Larry Wiersch motioned, John MacDonald seconded, all approved Communities In Schools of the Lehigh Valley, Lehigh Career & Technical Institute, Penn State University/Lehigh Valley and St. Luke's University Health Network to re-negotiate TANF summer work experience contracts based on performance and availability of funds. Tim Mulligan of Communities In Schools of the Lehigh Valley abstained.***

*Finance Reports*

Finance Committee Chair John MacDonald reviewed the LVWDB 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 January 31, 2017, Accrued Expenses vs. Spending Plan by Accounts for the period ended January 31, 2017 and Projected Program Year 2016, Revenues and Spending Plan by Funding Source, July 1, 2016 to June 30, 2017.

***ACTION ON MARCH 17, 2017: Ellen Kingsley motioned, Stephen Bailey seconded, and all Board Directors present voted in the affirmative for the Finance Reports as presented.***

***ACTION ON MARCH 24, 2017: Pat Hartwell motioned, Don Cunningham seconded, all approved the Finance Reports as presented.***

*Request for Quotes/One-Stop Operator*

Nancy Dischinat presented the draft Request for Quotes for One-Stop Operator required by the Workforce Innovation and Opportunity Act, to competitively procure a One-Stop Operator before July 1, 2017, to coordinate service delivery among the partners in our workforce system. The operator serves as a neutral broker or intermediary among the one-stop partners, understands partners' services and performance requirements, works on continuous improvement of the one-stop system, and assures compliance with the Commonwealth and the Board's certification criteria. An operator can be a single entity (public, private, or nonprofit) or a consortium of entities.

The Commonwealth of Pennsylvania provided the Chief Elected Officials and the Board three choices to procure a One-Stop Operator as follows:

1. Procure a Single Entity to serve as the one-stop operator and provider of career services.
2. Have Separate One-Stop Operator, Front Door Career Services Provider, Title I Adult and Dislocated Worker Provider, Youth Providers and EARN (welfare) Providers.
3. Procure a Separate One-Stop Operator and a Separate Career Services Provider.

***ACTION ON MARCH 17, 2017: Kelly Gould motioned, Laura Haffner seconded, and all Board Directors present voted in the affirmative to procure a separate One-Stop Operator and separate Career Services provider, as approved by Lehigh County Executive Tom Muller, Northampton County Executive John Brown and the Executive Committee.***

***ACTION ON MARCH 24, 2017: Jim Nichols motioned, Don Cunningham seconded, all approved to procure a separate One-Stop Operator and separate Career Services provider, as approved by Lehigh County Executive Tom Muller, Northampton County Executive John Brown and the Executive Committee.***

*Request for Proposals/Title I Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN)*

Nancy Dischinat presented a Request for Proposals (RFP) for the delivery of WIOA Title I Adult, Dislocated Worker, and EARN services in the Lehigh Valley workforce area. The selected provider will be responsible for: (1) the delivery of career services to the general population in concert with Pennsylvania Department of Labor and Industry (PA DLI) staff funded through the Wagner Peyser Act (2) to WIOA eligible adults and dislocated workers, (3) WIOA/LVWDB led Business Services (4) Rapid Response (5) case management of EARN welfare recipients required to meet work activity requirements under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR) which includes intensive employability-focused services and placement.

***ACTION ON MARCH 17, 2017: Laura Haffner motioned, Connie Hood seconded, and all Board Directors present voted in the affirmative to advertise a Request for Proposals to procure Workforce Innovation and Opportunity Act Title I Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN).***

***ACTION ON MARCH 24, 2017: Paul Anthony motioned, Jim Nichols seconded, all approved to advertise a Request for Proposals to procure Workforce Innovation and Opportunity Act Title I Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN).***

*Regional/Local Plan*

Nancy Dischinat reported that WIOA requires a broad strategic approach to local/regional planning focused on the overarching vision, goals, alignment and shared responsibilities within a planning region. Pennsylvania implemented the requirements of WIOA by employing a two-tiered approach to meeting this requirement by allowing a one-year WIOA transitional plan followed by a more comprehensive multi-year plan. This approach provided latitude for regions that were not yet be able to fully address all of the outlined elements required in a four-year regional plan. Planning regions are required to provide a regional plan that incorporates each of the elements listed in this chart.

***ACTION ON MARCH 17, 2017: Connie Hood motioned, Ellen Kingsley seconded, and all Board Directors present voted in the affirmative to secure services from Attorney Rochelle Daniels to assist in the development of our Regional/Local Multi-Year Plan.***

***ACTION ON MARCH 24, 2017: John MacDonald motioned, Patricia Hartwell seconded, all approved to secure services from Attorney Rochelle Daniels to assist in the development of our Regional/Local Multi-Year Plan.***

*Marketing Materials*

Kim Plyler, CEO and Founder of SAHL Communications, presented new LVWDB Branding including Logos, Letterhead, Business Cards, PowerPoint Template, and Annual Report.

***ACTION ON MARCH 17, 2017: Steve Bailey motioned, Sharon Scheirer seconded, and all Board Directors present voted in the affirmative on the new LVWDB Branding Materials, as presented.***

***ACTION ON MARCH 24, 2017: John MacDonald motioned, Jim Nichols seconded, all approved the new LVWDB Branding Materials, as presented.***

The March 17, 2017 meeting adjourned at 9:05 am.

The March 24, 2017 meeting adjourned at 1:25 pm.

At the March 17, 2017 Board meeting, the following Agenda items were discussed and no official actions were required.

**PA Department of Labor and Industry Notice of Grant Availability**

Nancy Dischinat gave an update on the following grants:

- Strategic Innovation Grant, Round 2 - \$300,000
- Business and Education Grant called *Pathways to Career Paydays* - \$150,000
- Tech Grants
  - Lehigh Carbon Community College - \$80,607
  - Lehigh Career & Technical Institute - \$200,000
  - Northampton Community College - \$200,000
- Community Development Block Grant, Lehigh County
  - Slatington Youth Works - \$14,100
- Community Development Block Grant, City of Allentown
  - Allentown Employment and Training Center - \$10,000

### **Committee Reports**

Vito Gallo reported on the Interactive Strategic Planning Services and Workforce System Legislative Orientation held on March 10, 2017 with topics that included the proposed state budget, Industry Partnerships, Unemployment Compensation, and Business Education Partnership.

Laurie Hackett encouraged Board members to attend the Girl Scouts Take the Lead event on April 25, 2017 in which Nancy Dischinat is named as an honoree.

### **Executive Director's Report**

Nancy Dischinat presented her Executive Directors Report which included: Quarterly meeting with Lehigh and Northampton County Executives, Unemployment phone foot traffic at PA CareerLink® Lehigh Valley, and PA CareerLink® Lehigh Valley WIOA Performance Outcomes.

### **Linking Employment Activities Pre-Release (LEAP)**

William Bartle reported on Linking Employment Activities Pre-Release (LEAP) as follows: A steady increase in the number of people with criminal backgrounds coming through our doors, last year has served more than 1,200 ex-offenders at CareerLink. People with criminal backgrounds are a target population and some research shows that offenders that get jobs when they are released from jail are more likely to successfully transition and to not return to jail. Northampton County asked for our help in reducing incarceration costs by getting exiting offenders jobs and preventing them from returning to jail. In partnership with Northampton County Corrections, LVWDB received a \$500,000 LEAP grant from USDOL to provide returning citizens from Northampton County Jail with job readiness and employability skills. The ultimate goal of the grant is to help participants in getting and keeping a job upon their release, lower recidivism rates resulting in safer communities, and reduce costs to taxpayers.

Two main components of the program are pre-release and a seamless transition to CareerLink® post-release. Northampton County Commissioners approved a 2017 budget to continue the LEAP Project after the grant ends. LVWDB submitted a request to the USDOL to extend the end date of the grant period from June 14, 2017 to Sept. 30, 2017. This will provide three additional

months to meet the enrollment goal of 212 for the program (currently 166 are enrolled as of the end of February). There are issues meeting enrollment goal because of the federal requirement that to participate in LEAP, an offender must be sentenced. Sentencing does not often happen in a timely manner, so even meeting all other eligibility requirements, if offenders are not sentenced, they cannot be enrolled into the program.

### **LEAP Statistics**

As of the end of February:

<b>Enrollment</b> – 166 (78%)	<b>Goal is 212 (100%)</b>
<ul style="list-style-type: none"> <li>• 108 males</li> <li>• 58 females</li> </ul>	
<b>Participation Rate</b> – 158 (95%)	<b>Goal is 90%</b>
<b>Work Readiness Indication</b> – 94% of participants were assessed and deemed “work ready” after the pre-release component of LEAP	<b>Goal is 80%</b>
<b>Placement Rate</b> – 65 out of 93 (70%) got a job or enrolled in vocational training	<b>Goal is 60%</b>
<b>Post-Release Enrollment Rate</b> – 30 out of 45 (65%)	<b>Goal is 80%</b>
<b>Recidivism</b> – 24 (14.4%) [Jail average in 31%]	<b>Goal is 22% or less</b>

### **Other**

The opening of the Easton Satellite CareerLink<sup>®</sup> office will help the LEAP program reach their goal of getting participants to the CareerLink<sup>®</sup> upon release. LEAP will be conducting a panel presentation workshop at the PA Workforce Development Association state workforce conference in Hershey. Dan Keen, Northampton County Director of Corrections, Laura Savenelli the Re-Entry Coordinator at the Jail, Victor Schmidt from SHRM/Lehigh Valley and William Bartle will conduct the workshop.

John Lamirand gave an update on Lehigh Valley Data including the Lehigh Valley Snapshot and the local area unemployment statistics.

The March 17, 2017 meeting adjourned at 9:05am.