



**WORKFORCE BOARD LEHIGH VALLEY MINUTES
TUESDAY, AUGUST 29, 2017**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, August 29, 2017 at 8:00am, 555 Union Boulevard, Allentown.

Members present: Stephen Bailey, Jane Brooks (via phone), Don Cunningham, Luke Cunningham, Mark Erickson, Dan Farrell, Tom Fiorini, Vito Gallo, Laurie Hackett, Pat Hartwell, Constance Hood, Janice Komisor, Kurt Landes, Kevin Lott, John MacDonald, Denise Maiatico, Lisa Nesbitt, Jim Nichols, Owen O'Neil, Gregg Potter, Keith Reynolds, Dr. Joseph Roy, Sharon Scheirer, Susan Storm, and Larry Wiersch. Guests present: Carol Halper representing Congressman Charlie Dent, Michael Dee representing State District 133, Nancy Wilt representing State Representative Peter Schweyer, Bill Royer representing State Representative Ryan MacKenzie, Steven Strella representing State Representative Zach Mako, and Tony Salamone. Staff present: Nancy Dischinat, William Bartle, Marie Beacher, Cindy Evans, Gina Kormanik, John Haupt, Lillian Rodriguez, Nanse Wolfington and PA CareerLink® Lehigh Valley staff.

Chair, Luke Cunningham welcomed all to the August 29, 2017 Board meeting.

Action Required

Approval of June 13, 2017 Minutes

ACTION: Mark Erickson motioned, Steve Bailey seconded, and all approved the June 13, 2017 Minutes.

Finance Report

Finance Committee Chair, John MacDonald reviewed the WBLV 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: Mark Erickson motioned, Stephen Bailey seconded, and all approved the 2017-2018 Finance Reports as presented.

2017-2019 Multi-Year Regional/Local Plan

Nancy Dischinat reviewed the 2017-2019 Multi-Year Regional/Local Plan process reviewed methods of distribution of the Plan, and reported on Public Comments received from a citizen.

ACTION: Vito Gallo motioned, Gregg Potter seconded, and all approved the 2017-2019 Multi-Year Regional/Local Plan as presented.

Certification of PA CareerLink® Lehigh Valley Locations

Nancy Dischinat reported on the Certification of PA CareerLink® Lehigh Valley stating that every three years, local boards are responsible for certifying PA CareerLink® sites in the local workforce area in order for them to remain eligible to receive their infrastructure funds.

Certifications are usually presented for approval in June, however, this year the State released new certification criteria mid-June that pushed this year's certification deadline back to December 31, 2017. Our monitor reviewed the new PA Department of Labor & Industry Certification Criteria and visited each of our PA CareerLink® Lehigh Valley sites to reevaluate the sites based on the new criteria.

Our comprehensive site at 555 Union Boulevard and satellite sites in Allentown, Bethlehem, and Easton meet the new PA CareerLink® Lehigh Valley Certification Criteria and it was recommended to certify each site for a three year period from July 1, 2017 to June 30, 2020 including, our comprehensive site at 555 Union Boulevard, and the three satellite offices located in Allentown, Bethlehem and Easton.

ACTION: Dan Farrell motioned, Mark Erickson seconded, and all approved to certify the comprehensive and satellite PA CareerLink® centers for a three year period from July 1, 2017 to June 30, 2020.

Resource Sharing Agreement Budget

Marie Beacher reviewed the PA CareerLink® Lehigh Valley Resource Sharing Agreement Budget (RSAB) including Infrastructure Funding, additional costs/shared services, and method of allocation. Nancy Dischinat clarified that workforce system required partners, under Workforce Innovation and Opportunity Act (WIOA), are required to share costs and a Memorandum of Understanding will be developed for each partner per WIOA law.

ACTION: Jim Nichols motioned, Stephen Bailey seconded, and all approved the Resource Sharing Agreement Budget as presented.

High Priority Occupations List (HPO)

Nancy Dischinat reviewed the draft Lehigh Valley 2017 High Priority Occupations List including the process for appeal. WBLV petitioned CWIA to add the following occupations to Lehigh Valley's list: light truck or delivery service drivers, carpenters, electricians, pharmacy technicians, medical assistants and computer network support specialist. All of these petitions were approved by CWIA and the list presented for approval the final 2017 High Priority Occupation List.

ACTION: Stephen Bailey motioned, Sharon Scheirer seconded, and all approved the final 2017 High Priority Occupations List as presented.

Committee Reports

One-Stop Operator

Michelle Griffin-Young reported on the Greater Lehigh Valley Chamber of Commerce being selected as the One-Stop Operator under the Workforce Innovation and Opportunity Act. As the One-Stop Operator it has been determined by the Board and the law that the main function shall encompass the following duties in coordination with PA CareerLink® Lehigh Valley's Site Administrator:

- ❖ The one-stop operator shall serve as an intermediary to the public one-stop partners.
- ❖ There shall be one operator who coordinates among all the WBLV one-stop locations.

- ❖ The one-stop operator shall be responsible for familiarizing themselves with the one-stop partners so that the one-stop operator knows and understands the program services and performance requirements of the one-stop partners.
- ❖ The one-stop operator will be responsible for working with the one-stop partners on the continuous improvement of the one-stop system.
- ❖ The one-stop operator will be responsible for familiarizing themselves with the Commonwealth of Pennsylvania's one-stop certification criteria so as to assure the WBLV's compliance in the areas identified below under deliverables.
- ❖ The one-stop operator shall report to the WBLV through the WBLV Executive Director.
- ❖ The one-stop operator shall work with the WBLV on technology and website issues.
- ❖ The one-stop operator shall ensure that the relevant equal opportunity and civil rights measures are enforced.
- ❖ Together with the WBLV, the operator will be required to facilitate the development of the required one-stop memorandum of understanding (MOU) as described in WIOA section 121.
- ❖ The one-stop operator will work closely with the WBLV to address the one-stop's effectiveness, including customer satisfaction to assure the WBLV one-stop exceeds the performance levels set by the state with respect to: integration and coordination of services for participants and businesses, and by identifying new ways to coordinate between the one-stop, education and employers that involve all the one-stop partners.
- ❖ The one-stop operator will assist and participate in the WBLV's Workforce Solutions and Accountability Committee.
- ❖ The one-stop operator will prepare reports on a monthly basis to include actions taken with respect to each of the deliverables highlighting accomplishments, improvements, challenges and recommendations.

Greater Lehigh Valley Chamber of Commerce will not assist in the development, preparation and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the WBLV. WBLV is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

Grants/Other

Memorandum of Understanding

Nancy Dischinat reported on the Memoranda of Understanding which are agreements developed and executed between the local workforce development board, with the agreements of the chief elected official(s) and the One-Stop partners, relating to the operation of the One-Stop service delivery system in a local area. Nancy Dischinat indicated that the MOUs are completed and signed. WBLV is waiting for three MOUs to be returned which include the PA Department of Human Services, Department of Community and Economic Development, and Unemployment Compensation.

USDOL Disability Employment Initiative

Nancy Dischinat reviewed the PA Department of Labor Disability Employment Initiative grant proposal request of \$1.2 million. This grant is focused on serving individuals with disabilities. Data from the Social Security Administration reveals that 25,600 residents, aged 18-64 within Lehigh and Northampton counties are receiving SSI and SSD benefits. This grant will provide enhancements of services to people with disabilities aimed at getting them off SSI and into work.

OVR has 1,009 active cases in the Lehigh Valley. The state aims to use the initiative and its resources to improve employment outcomes. Since WBLV has a collaborative environment in the Lehigh Valley with all our partners including OVR, WBLV is looking to move beyond collaboration into implementation, as required by WIOA. WBLV continues to transform the workforce system to concentrate efforts on vulnerable populations. Data indicates that we have populations of people with disabilities in the Lehigh Valley and we have a strong workforce system that actually served over 500 people with disabilities last year. We were the selected workforce regional partner to pilot this initiative with the DOL.

Executive Director's Report

Nancy Dischinat reviewed the Executive Director report which included:

- Da Vinci Science Center
- New Owners of 555 Union Boulevard
- Talent Supply and Industry Sector Analysis & Strategic Action Plan
- Lehigh Valley Planning Commission Comprehensive Plan
- Scholastic Scrimmage
- CareerLinking Academy for Girls
- Summer STEEM CareerLinking Academy for Girls
- Guardian Life Insurance Company of America
- Back To Work Program
- Business and Industry Tours
- Education in Allentown with Pennsylvania Secretary of Education Pedro Rivera
- United States Conference of Mayors
- FedEx Ground New Mega Hub
- Job and Labor Market Datapalooza
- PA Next Generation Sector Industry Partnership
- Linking Employment Activities Pre-Release Program

William Bartle provided an update on the LEAP program as follows. Discussion included the sustainability of the program by Northampton County.

- 208 offenders have enrolled in the LEAP Program
- 182 of them have been released from Jail
- 133 have gotten a job or enrolled in vocational training programs
- 50 participants have returned to the jail (4 domestic relations, 11 on new charges and 35 on violations)

Mike Dopkin gave an update on Unemployment Compensation phone traffic which is remaining steady, Fast Facts, and Trade Act enrollments.

Meeting adjourned at 9:20 a.m.