



**LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD MINUTES
TUESDAY, JUNE 13, 2017**

The Lehigh Valley Workforce Development Board (LVWDB) meeting was held on Tuesday, June 13 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Paul Anthony, Stephen Bailey, Ann Bieber, Jane Brooks, Luke Cunningham, Dan Farrell, Vito Gallo, Laurie Hackett, Laura Haffner, Ellen Kingsley, Janice Komisor, Kurt Landes, Kevin Lott, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Jim Nichols, Carol Obando-Derstine, Gregg Potter, Keith Reynolds, Sharon Scheirer, Susan Storm, Larry Wiersch, and Carol Young. Guests present: Tom Muller, Lehigh County Executive, Connor Corpora representing US Senator Bob Casey, Ellen Kern representing Senator Pat Browne, Carol Halper representing Congressman Charlie Dent, Michael Dee representing State Representative Daniel McNeill, and Candice Williams representing Representative Justin Simmons. Staff present: Nancy Dischinat, William Bartle, Marie Beacher, Cindy Evans, Gina Kormanik, John Haupt, Lillian Rodriguez, Nanse Wolfington and PA CareerLink® staff.

Chair, Luke Cunningham welcomed all to the June 13, 2017 Board meeting.

Action Required

Approval of March 17 and March 24, 2017 Minutes

ACTION: Stephen Bailey motioned, Laura Haffner seconded, and all approved the March 17 and March 24, 2017 Minutes.

Finance Report

Finance Committee Chair, John MacDonald reviewed the LVWDB 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: Stephen Bailey motioned, Laura Haffner seconded, and all approved the 2016-2017 Finance Report as presented.

John MacDonald reviewed the 2017-2018 Projected Revenue and Spending Plan and the Spending Plan by Account.

ACTION: Tim Mulligan motioned, Gregg Potter seconded, and all approved the 2017-2018 Statement of Projected Revenue and Spending Plan as presented.

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.

Draft High Priority Occupations List (HPO)

Nancy Dischinat reviewed the Lehigh Valley 2017 Draft High Priority Occupations List provided in the Board packets.

ACTION: Ellen Kingsley motioned, John MacDonald seconded, and all approved to move forward with the Draft 2017 High Priority Occupations List as of July 1, 2017 until final approval on August 29, 2017.

Temporary Assistance for Needy Families (TANF) Plan

Chair of Youth CareerFORCE Committee, Ellen Kingsley reported that the Board received a state Temporary Assistance for Needy Families (TANF) allocation of \$558,968.00. LVWDB is planning to utilize these funds to provide 153 youth who are in the foster care system or at risk of dropping out of high school, with a subsidized work experience, career awareness opportunities, work-based learning activities, academic enrichment and remedial education.

ACTION: John MacDonald motioned, Gregg Potter seconded, and all approved the TANF Youth Development Fund Plan.

The LVWDB has existing contracts to provide these services with Children's Home of Easton, Penn State Lehigh Valley and St. Luke's Hospital. Since these contractors have met performance. LVWDB recommended to renew their contracts for another one-year term using the new allocation.

ACTION: Gregg Potter motioned, Carol Obando-Derstine seconded, and all approved to renew contracts with Children's Home of Easton, Penn State Lehigh Valley and St. Luke's Hospital for a one-year period. Sharon Scheirer abstained.

Quotes/Proposals and Plan Updates

Jim Nichols reviewed the 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. Two proposals were received from Sahl Communications and the Greater Lehigh Valley Chamber of Commerce. Jim Nichols thanked the review committee, Sharon Scheirer, Susan Storm, Mike Dopkin, John Haupt and himself.

ACTION: Vito Gallo motioned, Laura Haffner seconded, and all approved the Greater Lehigh Valley Chamber of Commerce as the One-Stop Operator for one-year, with three one-year renewals.

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

Nancy Dischinat reviewed the process of review for Title I Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN). A Public Notice went out to the Board, Youth CareerFORCE, Society for Human Resource Management Lehigh Valley Chapter and Greater Lehigh Valley Chamber of Commerce. A Bidders' meeting was held on May 8, 2017 and Request For Proposal due on May 26, 2017. LVWDB received two Proposals from Educational Data Systems, Inc. (EDSI) and the WorkPlace. Nancy Dischinat thanked the Review Committee Larry Wiersch, Laurie Hackett, Vito Gallo, Stephen Bailey and Luke Cunningham who reviewed and evaluated at a meeting held on June 12, 2017 and voted to select EDSI for one-year and followed by three additional one-year renewals.

ACTION: Luke Cunningham motioned, Vito Gallo seconded, and all approved Educational Data Systems, Inc. as the Title I Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN) for one-year with three one-year renewals.

Policies

William Bartle reviewed changes to the following policies:

1. Workforce Innovation and Opportunity Act (WIOA) Eligibility Review Policy
2. Personally Identifiable Information Policy
3. Public Policy Committee Policy and Procedure
4. Self Sufficiency for Dislocated Workers Policy
5. General Education Development (GED) and English as a Second Language (ESL) Education Policy
6. Revisions to Policy and Procedure for Certifying Training Programs/Providers under the Workforce Innovation and Opportunity Act of 2014 (WIOA)
7. PA CareerLink® Customer Appeal Policy
8. Grievance Policy and Procedure Procurement, Contract Award and Providers Protests
9. Drug and Alcohol Policy
10. Petty Cash Policy and Procedures

Changes to performance discussions included the new levels of standards. The Drug and Alcohol Policy discussion included leaving the last sentence out of #1, the customer will be required to leave the premises and such action may result in police and local, state and/or federal intervention. The Drug and Alcohol Policy was tabled for further review. The Petty Cash Policy and Procedures rise from \$100 to \$250 also was tabled for further review.

ACTION: Gregg Potter motioned, Dan Farrell seconded, and all approved the policies presented with the exception of the Drug and Alcohol Policy and the Petty Cash Policy and Procedures which is being tabled for re-wording.

By-Law Changes

William Bartle presented By-Law changes as follows to Section 3.05 Quorum, Manner of Action and Adjournment:

- A. If unforeseen circumstances (such as inclement weather, etc.) result in the absence of a

quorum, the meeting may be conducted and attending Board Directors may vote on business. Then, within ten (10) business days following the scheduled meeting, a publically noticed telephone Board meeting may be conducted for those Directors who, because of the unforeseen circumstance, were unable to attend the meeting. The Board Directors who did not attend and vote at the scheduled meeting may vote during the telephone meeting. If the Board Directors who attended the scheduled meeting and the Board Directors who participated in the follow-up telephone meeting constitute a quorum, business can be conducted.

Discussion included whether there is a need for the By-Laws addition.

ACTION: The Board decided to remove the suggested addition to the By-Laws.

Strategic Timeline

Nancy Dischinat reported on the Strategic Plan Timeline. There will be a special Board meeting scheduled on August 29, 2017.

PA CareerLink® Certification

Nanse Wolfington reported that Local Workforce Development Boards are responsible for certifying PA CareerLink® sites in the local workforce area. During this process, our Lehigh Valley Workforce Development Board Monitor reviews the PA Department of Labor & Industry Certification Criteria Requirements which allows local Boards to certify CareerLink sites for three years.

This year, the PA Department of Labor & Industry is releasing new guidance on the certification criteria and LVWDB has been advised by the State's Oversight Services Supervisor to hold off on certifying our sites until new guidance is released. According to the Oversight Services Supervisor, LVWDB will not be penalized by the State if the CareerLink sites are not certified and approved by July 1, 2017; therefore, the site certifications will be presented at the August meeting for approval.

Executive Director's Report

Nancy Dischinat provided an Executive Director's report including:

- National Association of Workforce Boards Forum
- Girl Scouts Take the Lead
- Easton Employment and Training Center Ribbon Cutting
- Auditor General Forum
- PA Workforce Development Association Conference
- SAHL Communications
- Education and Talent Supply Council
- PA CareerLink® Centers Impacted by Labor and Industry
- Job and Labor Market Reports
- PA CareerLink® Lehigh Valley Report and Activities
- CareerLinking Academy for Girls

William Bartle gave an update on the LEAP program and discussion included the sustainability of the program by Northampton County. Mike Dopkin gave an update on Unemployment Compensation phone traffic which is remaining steady, Fast Facts, and Trade Act enrollments.

Nancy Dischinat commented on the generous support of Air Products contribution to workforce system initiatives.

2017-2018 Board Member Changes

William Bartle reported on the 2017-2018 Board changes which includes nine Board Directors are to be reappointed for another three-year term, and three will not be reappointed.

Regional/Local Plan

Nancy Dischinat reported that WIOA requires a broad strategic approach to 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: Vito Gallo motioned, John MacDonald seconded, all approved to secure services to assist in the development of our Regional/Local Multi-Year Plan.

Meeting adjourned at 9:20 a.m.