



**WORKFORCE BOARD LEHIGH VALLEY MINUTES
TUESDAY, JUNE 12, 2018**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, June 12, 2018 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Danielle Adams, Ann Bieber, Jane Brooks, Luke Cunningham, Tom Fiorini, Vito Gallo, Pat Hartwell (via phone), Ellen Kingsley (via Phone), John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Jim Nichols, Carol Obando-Derstine, Owen O’Neil (via phone), Keith Reynolds (via phone), Dr. Joseph Roy, Sharon Scheirer, Susan Storm Larry Wiersch, and Carol Young.

Guests present: Becky Bartlett, representing Northampton County Executive Lamont McClure, Connor Corpora representing Senator Robert Casey, Michael Dee representing State Representative Jeanne McNeill, Bill Royer representing State Representative Ryan Mackenzie, Stephen Strella representing State Representative Zach Mako, Carol Halper representing 15th Congressional District, and Alex Lincoln from Bloomsburg University.

Staff present: Nancy Dischinat, William Bartle, Marie Beacher, Cindy Evans, Gina Kormanik, John Haupt, Lillian Rodriguez, Nanse Wolfington, PA CareerLink[®] Lehigh Valley staff and Michelle Griffin-Young Greater Lehigh Valley Chamber of Commerce.

Chair, Luke Cunningham welcomed all to June 12, 2018 Board meeting.

Nancy Dischinat welcomed Danielle Adams, Chief Empowerment Officer of Queen Suite located in Easton. Danielle has been appointed to serve on the Board by Northampton County Executive Lamont McClure representing Business. Her term is in effect until June 30, 2020.

Nancy Dischinat reviewed the Executive Director report which included:

- Governor Wolf Announces \$3.5 million for 61 grants to enhance apprenticeships
- State Local Internship Program (SLIP)
- Business-Education Partnership Grant – Best Practices in Education!
- Teacher In The Workplace Grant
- Lehigh Valley Machining Training Grant
- Fundamentals of Manufacturing Certification Program
- Bosch Community Fund
- PPL Leadership Lehigh Valley Program Air Products Foundation
- Strategic Innovations/Innovative PREParations Career Pathways
- Business-Education Partnership Survey – Pathways to Career Paydays
- Next Generation Sector Partnerships for Transportation, Logistics and Warehousing and Manufacturing
- Eastern PA Hiring Expo
- PA Workforce Development Association Conference, Hershey, PA – 2018 PA Hall of Fame Championship of Older Workers Award Winner: Josh Early Candies
- Girl Scout Honoree, Michelle Griffin-You, Greater Lehigh Valley Chamber of Commerce
- Brent Celek, Eagles Super Bowl Champ, Entrepreneur
- SkillsUSA Council District 11 Signing Day

- What's So Cool About Manufacturing
- Lehigh Valley Planning Commission Eastern PA Freight Summit
- Amazon
- FedEx Hiring Events
- St. Luke's Sacred Heart Campus
- Governor Tom Wolf Visit to St. Luke's University Health Network Allentown Campus
- Deputy Secretary, Eileen Cipriani Visit to Victaulic
- Senator Bob Casey meeting at the Russell Senate Office on Perkins Career and Technical Education Reauthorization Dialogue Roundtable
- Senator Pat Brown, Fiscal Year 2018 Budget for Industry Partnership Funding
- Integrating Innovative Employment and Economic Security Strategies project TANF/WIOA
- The Morning Call Journalism 101 Boot Camp 2018
- Iron Pigs Signage
- Workforce Podcasts
- Training Partnership
- Talent Supply and Industry Sector Analysis & Strategic Action Plan
- Job and Labor Market Update including: Workforce Snapshot, Business Growth and Rightsizing, Fast Facts, Trade Act Training, UC Phone Traffic, Job Fair Report Satellite Activities

Action Required

Approval of March 13, 2018 Minutes

ACTION: Larry Wiersch motioned, Tom Fiorini seconded, and all approved the March 13, 2018 Minutes

Finance Report

Finance Committee Chair, John MacDonald reviewed the WBLV Reports including Projected Funding Sources for Program Year 2017, Statement of Projected Revenue for the period of July 1, 2017 to June 30, 2018, Statement of Financial Position and Statement of Activities as of April 30, 2018, Accrued Expenses vs. Spending Plan by Accounts for the period ended April 30, 2018 and Projected Program Year 2017 Revenue and Spending Plan by Funding Source, July 1, 2017 to June 30, 2018. Discussion of Bethlehem Satellite funding.

ACTION: Luke Cunningham motioned, Vito Gallo seconded, and all approved the 2017-2018 Finance Reports as presented.

John MacDonald also reviewed the WBLV Reports including Projected Funding Sources for Program Year 2018, Statement of Projected Revenue for the period of July 1, 2018 to June 30, 2019, Projected Spending Plan by Accounts for the period of July 1, 2018 to June 30, 2019 and Projected Program Year 2018 Revenue and Spending Plan by Funding Source, July 1, 2018 to June 30, 2019. Also

ACTION: Luke Cunningham motioned, Larry Wiersch seconded, and all approved the 2018-2019 Finance Reports as presented.

Property Management Policy

William Bartle reviewed the Property Management Policies and Procedures which will supersede the June 2, 2016 policy with the only change being to increase the property purchase amount of \$500 to \$2,500.

- All WBLV property with a purchase price of ~~\$500~~ \$2,500 or more will be entered into the system. WBLV will conduct an annual inventory and provide updates of the appropriate MIL to the Pennsylvania Department of Labor and Industry (PDLI) in accordance to established WIOA or other applicable rules and regulations.
- When property with a value of ~~\$500~~ \$1,500 or more is received, a Fixed Asset Input Form will be completed based on the information contained on the corresponding purchase order.
- All property purchased with a unit cost of ~~\$500~~ \$2,500 or more under subcontracts will be recorded in the FATS.
- Property of ~~\$500~~ \$2,500 or more delivered to the WBLV facility will be tagged and forwarded to the subcontractor; property delivered directly to the subcontractor will be verified and tagged at the subcontractor's worksite by the WBLV's Fiscal Agent or designee.

ACTION: Luke Cunningham motioned, Larry Wiersch seconded, and all approved the Property Management Policies and Procedures increase purchase amount from \$500 to \$2,500 as presented.

Resource Sharing Agreement Budget for Program Year 2018

Marie Beacher reviewed the Resource Sharing Agreement Budget for Program Year 2018 which requires all One-Stop Operators to sign a Resource Sharing Agreement for their contribution for space, telephones, meeting rooms, site administrator, greeter, community outreach.

ACTION: Luke Cunningham motioned, Larry Wiersch seconded, and all approved the Resource Sharing Agreement Budget for Program Year 2018 as presented.

Title I Operator/Educational Data Systems, Inc. (EDSI)

Nancy Dischinat reported that at the June 13, 2017 Board meeting, the Board approved EDSI as our Title I provider of Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN) for one-year with three one-year renewals. The Board was provided with a program year monitoring report noting only one concern that as of the end of May EDSI has not met the training benchmark, although the month of June has not been calculated to date, it is anticipated that this number will be met. It should be noted that people are getting jobs in this economy and therefore, we are hearing across the state that training numbers are down because of the robust economy.

ACTION: Vito Gallo motioned, Joseph Roy seconded, and all approved the first year of the three year renewal for 2018-2019 to serve Adults Dislocated Workers and EARN for a total projected contract cost of \$2,589,489.

2018-2019 Youth Programs

Cindy Evans reported on the following Out-of-School and In-School Youth Contract Renewals:

WIOA-Out-of-School Youth Contract Renewal

During the June 13, 2017 Board meeting Educational Data Systems, Inc., Lehigh Career and Technical School and St. Luke's Hospital were approved as the WIOA Out-of-School youth providers for one-year with three one-year renewals. Included in the Board packet are descriptions and proposed budget requests for the 2018-2019 Out-of-School youth programs. The Youth CareerFORCE committee is recommending that WBLV renew the Out-of-School Youth Contracts with Educational Data Systems, Inc., Lehigh Career and Technical School and St. Luke's Hospital pending final performance, budget negotiations and funding availability.

ACTION: Luke Cunningham motioned, Vito Gallo seconded, and all approved the Out-of-School Renewal Contracts for EDSI, LCTI and St. Luke's Hospital pending final performance, budget negotiations and funding availability. Sharon Scheirer abstained.

WIOA- OUT-OF-SCHOOL YOUTH NAVIGATOR CONTRACTS

As the Board approved the Out-of-School youth providers, the Review Committee made a recommendation to sole source and negotiate with our Adult Education and Family Literacy (ABLE) providers for additional services subject to availability of funding. OSY Navigators are dedicated case managers working as staff, located at the ABLE provider site, to provide students who are nearing the completion of their General Equivalency Degree (GED) the skills to overcome barriers to employment, employability preparation, and connections to training and employment opportunities. Rochelle Daniels, our workforce attorney, and WBLV staff met with the four Lehigh Valley ABLE providers to discuss WBLV funding OSY Navigators at their workplace. It is estimated that the cost of a Navigator will be \$100,000 for each center and will increase the number of out-of-school youth served. The Literacy Center of Allentown and ProJeCt of Easton are requesting funds to employ a Navigator.

ACTION: Luke Cunningham motioned, Vito Gallo seconded, and all approved to negotiate with The Literacy Center of Allentown and ProJeCt of Easton to fund Out-of-School Youth Navigators pending budget negotiations and funding availability.

TANF -IN-SCHOOL YOUTH YEAR ROUND CONTRACT RENEWALS

The TANF In-School youth programs were approved at the April 11, 2014 meeting. To date, these contracts have been renewed each successive year. This proposed renewal is the last option to renew these contracts which are in your packet with descriptions and proposed budget requests for the In-School Youth Contracts.

The Youth CareerFORCE committee is recommending to the Board that WBLV renew the In-School Youth Contracts with Children's Home of Easton, Penn State Lehigh Valley and St. Luke's Hospital pending final performance, budget negotiations and funding availability.

ACTION: Luke Cunningham motioned, Vito Gallo seconded, and all approved the TANF In-School Renewal Contracts for Children's Home of Easton, Penn State Lehigh Valley

and St. Luke's Hospital pending final performance, budget negotiations and funding availability. Sharon Scheirer abstained.

Dissolve LVBEF as a 501(c)3 Organization

Vito Gallo called for a motion to dissolve the Lehigh Valley Business-Education Partnership as a 501(c)3 Organization and to establish it as a Standing Committee of the Workforce Board Lehigh Valley.

ACTION: Luke Cunningham motioned, Larry Wiersch seconded, and all approve the LVBEF as a Standing Committee of the Workforce Board Lehigh Valley.

Priority of Service Policy

William Bartle reported that it shall be the policy of the WBLV to provide individualized career or training services under WIOA Title I, to adult participants who meet the priority of service in the order listed below for categories I – IV. If an individual does not meet one of the first four (4) priorities they shall only be awarded services with the written approval of the WBLV Executive Director.

I	Veterans and their eligible spouses who are also recipients of public assistance, or are low-income individuals, or basic skills deficient
II	Non veterans who are also recipients of public assistance, or are low-income individuals, or basic skills deficient
III	Veterans and their eligible spouses who have a barrier to employment as provided for in WIOA § 3(24) and described below.
IV	Priority populations established by the Commonwealth or the Workforce Board Lehigh Valley as provided for in WIOA § 3(24) and described below.
V	Individuals who do not meet the priorities

The WIOA barriers to employment for purposes of priority II and IV are as follows:

Displaced homemakers as defined in WIOA sec. 3(16)
Low-income individuals as defined in WIOA sec. 3(36)
Indians, Alaska Natives, and Native Hawaiians as defined in WIOA sec. 166(b)
Individuals with documented disabilities including individuals who are in receipt of Social Security Disability Insurance
Older individuals age 55 and older as defined in WIOA sec. 3(39))
Ex-offenders as defined in WIOA sec. 3(38)
Homeless individuals
English language learners (WIOA sec. 203(7)), (2and (3)
Individuals who have low levels of literacy (an individual is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual's family, or in society
Individuals facing substantial cultural barriers
Eligible migrant and seasonal farmworkers as defined in WIOA sec. 167(i)(1-3
Individuals within two years of exhausting lifetime TANF eligibility
Single parents including single pregnant women
Long-term unemployed individuals unemployed for 27 or more consecutive weeks
Individuals with a family income at 258% of the federal poverty level (WBLV Barrier) – (Adults only there is no income eligibility for dislocated workers).

Dislocated workers and their eligible spouses shall receive a priority in the delivery of dislocated worker services to eligible dislocated workers.

Personally Identifiable Information Policy

Local Workforce Development Areas (LWDA)/Local Workforce Development Boards (LWDB) are **required** to protect **PII** when transmitting information, **and** are also required to protect **PII** sensitive information when collecting, storing and/or disposing of information as well. All **PII** data **must** be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. If for example, a Social Security Number (SSN) is required to be communicated via e-mail, LWDAs/LWDBs are **required** to utilize email encryption. In addition, records containing **PII** must not be left opened and unattended. Paperwork with confidential information must be secured in locked file cabinets. The Participant Identification (PID) number must be used whenever possible, not the SSN. Confidential data **cannot** be sent in clear text even in Excel spreadsheet attachments.

All documentation required to be scanned and uploaded to the Commonwealth Workforce Development System (CWDS) for the Workforce Innovation and Opportunity Act (WIOA) Title I document validation must be deleted from the local computer at the end of each day.

Failure to comply with the requirements identified in this **TEGL**, or any improper use or disclosure of **PII** for an unauthorized purpose, may result in the termination or suspension of funds, or the imposition of special conditions or restrictions, or such other actions deemed necessary to protect the privacy of participants or the integrity of data.

Information Technology Security Policy

WBLV is responsible for securing its computing systems in a reasonable and economically feasible fashion against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Continued violations will lead to permanent revocation of the user's account, termination of employment or termination of the provider's contract.

Users of computing facilities and the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, WBLV will fully cooperate with the authorities to provide any information necessary for the litigation process.

Network computing resources must be used in a manner consistent with the Pennsylvania Consolidated Statutes Title 18 Crimes and Offenses, Chapter 76 Computer Offenses.

Security is critical to maintaining the integrity of the data that resides on the WBLV system. As such, it is critical that procedures be adhered to that prevent the unauthorized access, modification, duplication, dissemination, or destruction of mission-critical data, and sensitive client records. Individuals using the WBLV systems are prohibited from attempting to (a) undermine the security or the integrity of the computing systems or networks or (b) gain unauthorized access. Users are prohibited from using any computer program, computer software

or device to intercept or decode passwords or access controlled information. If security gaps are observed, they must be immediately reported to the appropriate supervisor.

All individuals accessing the WBLV network are governed by the WBLV Acceptable Use Guidelines (Attachment 1) and the WBLV Password Procedures (Attachment 2).

Unauthorized or fraudulent use of WBLV's computing resources may result in disciplinary action, termination, felony prosecution and punishment as provided for in the Pennsylvania Consolidated Statutes.

WBLV By-Laws

William Bartle reported on the proposed changes to WBLV By-Laws:

Page Number	Section	Proposed Change
5	3.06 B	Deletes the names and descriptions of the specific standing committees and indicates that the WBLV will designate and direct standing committees as required by the PA Dept. of Labor & Industry Workforce System Policies.
6	3.06 D	Specifies that the Chair will appoint an Ad-Hoc Nominating Committee within 2 months of officer term end dates, or whenever an officer resigns and a new officer must be elected.
6	3.06 E	The immediate past WBLV chair serves as the chair of the Ad-Hoc Nominating Committee. If the immediate past chair is no longer a member of the WBLV, the current chair will appoint the Nominating Committee chair.
8	5.02	Specifies that the Chair and Vice Chair of the WBLV must be business members, as defined by WIOA Section 107(b)(2). States that the Secretary and Treasurer may be re-elected for on additional two-year term coinciding with the fiscal year.

ACTION: Larry Wiersch motioned, Vito Gallo second, all approved to move the proposed changes to WBLV By-Laws to the full Board meeting on June 12, 2018 as presented.

Requests for Quotes

Nancy Dischinat reviewed the Request for Quotes to fund Intermediary position and the Greater Lehigh Valley Chamber of Commerce who is our current provider was the only one who submitted a proposal.

ACTION: Carol Obando-Derstine motioned, Tom Fiorini seconded, all approved to have the Greater Lehigh Valley Chamber of Commerce to serve as the WBLV's Intermediary for the Program Year 2018-2019 at a total projected cost of \$114,196.

One-Stop Operator

Nancy Dischinat reviewed the One-Stop Operator renewal contract with the Greater Lehigh Valley Chamber of Commerce which is required under WIOA to work with required partners in our workforce system and the services they will provide which aligns with the Resource Sharing Agreement Budget that each partners signs.

ACTION: Tom Fiorini motioned, Jane Brooks seconded, all approved to renew the contract with the Greater Lehigh Valley Chamber of Commerce for program year 2018-2019.

2018-2020 WBLV Slate of Officers

Jane Brooks reviewed the Slate of Officers as follows: The Workforce Board Lehigh Valley Ad-Hoc Nominating Committee, comprised of Connie Hood, Jane Brooks and Vito Gallo, met on Tuesday, June 5, 2018. The Nominating Committee respectfully submits the following slate of officers to the Board Chair for nomination to the Workforce Board.

For Chair – Larry Wiersch, CEO, Cetronia Ambulance Corps – 2 year term

For Vice Chair – Laurie Hackett, Manager, Community Relations and Philanthropy, Air Products – 2 year term

For Secretary – Vito Gallo, Assistant Vice President for State Relations, Lehigh University- 2 year term

(2 additional year option) For Treasurer – John MacDonald, President, Allied Personnel Services (2 year - second term)

Therefore, the Nominating Committee nominated Larry Wiersch for Chair; Laurie Hackett for Vice-Chair; Vito Gallo for Secretary; and John MacDonald for a second term as Treasurer to serve from July 1, 2018 through June 30, 2020.

ACTION: With no additional nominations from the floor, Tom Fiorini motioned, Carol Young seconded, all approved, the Slate of Officers from the Nomination Committee as presented. Larry Wiersch for Chair; Laurie Hackett for Vice-Chair; Vito Gallo for Secretary; and John MacDonald for Treasurer – for a two-year term beginning on July 1, 2018 and concluding on June 30, 2020. Larry Wiersch, Vito Gallo and John MacDonald abstained. Congratulations to the Officers, and a thank you to the Nominating Committee.

Notice of Information Reviewed

Nancy Dischinat reported that the Workforce Board Lehigh Valley and Lehigh Valley Business-Education Partnership Form 990 which was sent to the Board prior to the full Board meeting stating that the Auditors Buckno Lisicky & Co., reported no findings and will submit the Forms on behalf of the Workforce Board Lehigh Valley.

Nancy Dischinat reported earlier that we have provided the Board with a Program year Monitoring Report noting only one concern.

Committee Reports

Nancy Dischinat indicated that the Committee agenda's and minutes of each committee are provided in advanced of the Board meeting.

Vito Gallo reported that the Public Policy Committee has been dissolved and is being combined with the Business & Economic Development Committee under the new name Business and Policy Committee.

Luke Cunningham was thanked for his service as Chair of the Board.

Meeting adjourned at 9:10 a.m.