



**WORKFORCE BOARD LEHIGH VALLEY MINUTES
TUESDAY, DECEMBER 12, 2017**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, December 12, 2017 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Stephen Bailey, Ann Bieber, Jane Brooks, Luke Cunningham, Mark Erickson, Dan Farrell, Tom Fiorini, Laurie Hackett, Constance Hood, Ellen Kingsley, Kevin Lott, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, John Nespoli, Jim Nichols, Carol Obando-Derstine, Owen O'Neil, Keith Reynolds, Dr. Joseph Roy, Sharon Scheirer, Susan Storm, and Larry Wiersch. Guests present: Tom Muller, Lehigh County Executive, Carol Halper representing Congressman Charlie Dent, Connor Corpora representing Senator Robert Casey, and Steven Strella representing State Representative Zach Mako. 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 December 12, 2017 Board meeting.

Chair Luke Cunningham called upon Carol Obando-Derstine who presented Nancy Dischinat with a check for \$25,000 from the PPL Foundation for a grant that the WBLV received for the Summer CareerLinking Academy Program.

Action Required

Approval of June 13, 2017 Minutes

ACTION: Mark Erickson motioned, Tom Fiorini seconded, and all approved the August 29, 2017 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 October 31, 2017, Accrued Expenses vs. Spending Plan by Accounts for the period ended October 31, 2017 and Projected Program Year 2017, Revenues and Spending Plan by Funding Source, July 1, 2017 to June 30, 2018 and the Individual Training Accounts.

John MacDonald reported on the Auditor's visit from Buckno Lisicky and Co. which began last week with six auditors.

ACTION: Larry Wiersch motioned, Timothy Mulligan seconded, and all approved the 2017-2018 Finance Reports as presented.

St. Luke's University Health Network

Ellen Kingsley reported that St. Luke's University Health Network is currently conducting an Out-of-School youth program, with fifteen young mothers, contract ending December 31, 2018. The Next Step program prepares youth for employment, professional development classes, mentoring, career coaching, work experience in various positions and occupational skills

training. Five of the mothers determined not eligible for employment will receive jobs outside of St. Luke's Hospital and ten are working or will be offered jobs before the program ends.

ACTION: Kevin Lott motioned, Larry Wiersch seconded; and all approved the renewal of St. Luke's University Health Network contract through June 30, 2018 to serve 10 additional youth subject to contract negotiation. Sharon Scheirer abstained.

Work-Based Training Policy

Nancy Dischinat presented the Work-Based Training Policy on Transitional Jobs that was approved in July 2016. Within this policy the transitional jobs will be available to participants of the PA CareerLink® Lehigh Valley to provide limited, subsidized work experience for individuals with chronic unemployment or inconsistent/limited work history. WBLV is looking to use our resources to reactive this policy.

ACTION: Nancy Dischinat asked to let the minutes reflect that we are activating the Work-Based Training Policy Transitional Jobs.

Committee Reports

Youth CareerFORCE: Ellen Kingsley reported on the Program Year 2017-2018 subcontractor outcomes as follows:

OUT-OF-SCHOOL YOUTH (OSY)

- **Educational Data Systems Inc. (EDSI)**: Meeting contracted goals with 49 newly enrolled youth, placement with an average wage of \$12.93 and 12 youth in occupations skills training. Success stories included Chaz and Robert.
- **Lehigh Career & Technical Institute (LCTI)**: Introduced Cory Miller as the Program Manager who discussed the difficulty in paperwork retrieval and a current enrollment of 11 participants.
- **St. Luke's University Health Network**: Described program success stories of Jaritza and Maribell.
- **Lehigh Carbon Community College (LCCC)**: Official notification was received September 22, 2017, LCCC terminated their contract to serve OSY.

IN-SCHOOL YOUTH

- **Children's Home of Easton**: Program has achieved enrollment goals.
- **St. Luke's University Health Network**: Participants are in programing or awaiting background checks.
- **Penn State**: Program will begin during Spring College Semester.

Nanse Wolfington reported on the summer youth program monitoring results:

- **Community Development Block Grant (CDBG) Summer Youth**: Pilot program did not meet enrollment goal of 20. 6 of 6 youth completed a work experience, gained employability skills, completed a resume, identified job preferences and enrolled in JobGateway®.
- **Temporary Assistance for Needy Families (TANF) – St. Luke's**: Enrollment goals met, 20 youth completed six week work experience, gained employability skills, completed a resume, identified job preferences and enrolled in JobGateway®.
- **TANF – Penn State**: Enrollment goals met, 24 youth completed six week work experience, gained employability skills, completed a resume, identified job preferences and enrolled in JobGateway®.

- **TANF- Communities in School:** Program did not meet enrollment goals – 7 of 8 youth completed the six week work experience, 4 of 8 gained employability skills, 8 of 8 completed a resume, 8 of 8 identified a job preference and 8 of 8 enrolled in JobGateway®.
- **TANF – LCTI:** Enrollment goals met, 20 youth completed six week work experience, gained employability skills, completed a resume, identified job preferences and enrolled in JobGateway®.

Workforce Solutions, Accountability and Compliance

Mike Dopkin reported on Fast Facts statistics from January 1, 2017 to September 30, 2017 which included: 2,865 received at least one service, 145 conducted job search, 1,364 introduction to services, 751 attended workshops, 57 veterans served, 163 received intensive services, 70 new employers using JobGateway®, 3,361 new job posting, 57 job fairs, 525 job fair hires and 11 new employer partners. A report was also given on the Trade Act enrollments of 74 participants with a grand total of \$1,517,902 funds for training, as well as Unemployment Compensation phone traffic.

Sue Griffith reported on the Allentown Employment and Training Center from July 1, 2017 to October 31, 2017 showing 875 foot traffic, 91 new enrollees, 784 returnees and 182 attended information session/workshops. The Bethlehem Employment and Training Center had 398 foot traffic, 134 new, 264 returnees and 527 information sessions/workshops. The Easton Employment and Training Center had 822 foot traffic, 157 new, 665 returnees and 443 participated in information sessions/workshops. Reports were also given on the Title I WIOA, EARN and Out-of-School Youth Performance Summary for November 2017.

Grants Requests/Outcomes/Other

2017-2019 Multi-Year Regional/Local Plan

Nancy Dischinat reported that received notice from the PA Department of Labor and Industry that our Multi-Year Regional/Local Plan was approved effective through the end of June 2020. Only two plans have been approved to date: Lehigh Valley and Southern Alleghenies.

One-Stop Partners Meeting

Nancy Dischinat reported that Daniel Bodnar is the Workforce Board Lehigh Valley One-Stop Operator first full meeting with partners. Evacuees from Puerto Rico have used the Bethlehem Employment and Training Center serving 60-70 and over 40 obtained a job. The Memoranda of Understanding have been signed by all partners as partners in the one-stop system

Talent Supply and Industry Sector Analysis/Strategic Action Plan

Nancy Dischinat reported that we collaborated with Lehigh Valley Economic Development Corporation and they have selected the vendor MDB Insight from Canada; phase one of the study includes identifying the labor and talent supply in targeted sectors of manufacturing, bio sciences, finance insurance, healthcare, professional business services, transportation, warehouse and logistics. Next phase will be a stakeholder's engagement and third phase will be strategic planning.

Tool and Die Apprenticeship Program

Nancy Dischinat reported that B. Braun Medical Inc. was just approved for Tool and Die Registered Apprenticeship program. Deputy Secretary Eileen Cipriani, PA Labor & Industry visited B. Braun Medical Inc. to announce the new Registered Apprenticeship and grant programs available.

William Bartle provided an update on the LEAP program. 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)

Executive Director's Report

Nancy Dischinat provided her 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

Nancy Dischinat also reported that she has placed an ad in the Morning Call and Express Times for an Assistant Workforce Director.

Meeting adjourned at 9:20 a.m.