



**WORKFORCE BOARD LEHIGH VALLEY MINUTES
TUESDAY, MARCH 13, 2018**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, March 13, 2018 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Pau Anthony, Ann Bieber (via phone), Jane Brooks (via phone), Luke Cunningham, Dan Farrell, Tom Fiorini, Vito Gallo, Laurie Hackett, Pat Hartwell (via phone), Constance Hood, Ellen Kingsley, Janice Komisor, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Jim Nichols (via phone), Carol Obando- Derstine (via phone), Keith Reynolds, Sharon Scheirer, Susan Storm (via phone) and Larry Wiersch. Guests present: Phillips Armstrong, Lehigh County Executive, Becky Bartlett, representing Northampton County Executive Lamont McClure, Connor Corpora representing Senator Robert Casey, Nancy Wilt representing State Representative Peter Schweyer, and Bill Royer representing State Representative Ryan Mackenzie. Auditors Jeff Doebeck and Dave Marakovits from Buckno Lisick & Co., 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 and Danielle Bodnar, One-stop Operator/Greater Lehigh Valley Chamber of Commerce.

Chair, Luke Cunningham welcomed all to the March 13, 2018 Board meeting.

Action Required

Approval of December 12, 2017 Minutes

ACTION: Ellen Kingsley motioned, Tom Fiorini seconded, and all approved the December 12, 2017 Minutes. The minutes will be corrected to reflect that Laurie Hackett participated via phone at the December 12, 2017 meeting.

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 January 31, 2018, Accrued Expenses vs. Spending Plan by Accounts for the period ended January 31, 2018 and Projected Program Year 2017 Revenue and Spending Plan by Funding Source, July 1, 2017 to June 30, 2018. He also reported on the Individual Training Accounts. Nancy Dischinat reviewed the deobligation line items from the Projected Funding Sources of Northampton Community College and the Title V Older Worker Programs.

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

Jeff Doebeck from Buckno Lisicky and Co. reviewed the Financial and Audit Reports for Program Year 2017 including Financial Statements and Supplementary Information, Management's Responsibility for the Financial Statements, Auditor's Responsibility, Opinions, Other Matters, Other Information, Governmental Fund Revenues, Expenditures, and Changes in Fund Balance ending June 30, 2017, Other Reporting Required by Government Auditing Standards, Internal Control over Financial Reporting, and Compliance. Mr. Doebeck thanked

Marie and staff for providing documentation needed to complete the audit. No material weaknesses or significant deficiencies were found.

ACTION: Larry Wiersch motioned, Laurie Hackett seconded, and all approved the Financial and Single Audit Reports as presented.

Work-Based Training Policy

Bill Bartle reviewed the Work-Based Training Policy proposed changes to the Training Eligibility to include:

- The Work-based training funds used under the Transitional Jobs may be used for occupations that are considered High Priority Occupations (HPO), occupations in a Targeted Industry Cluster, or occupations aligned with a career path in local industry growth sectors when significant hiring demands exist but not High Priority Occupations as identified by the WBLV.

ACTION: Ellen Kingsley motioned, John MacDonald seconded, and all approved the Work-Based Training Policy as presented.

Temporary Assistance for Needy Families (TANF) Contract Extensions

Nancy Dischinat reported on the TANF Contract Extensions and that the Youth CareerFORCE Committee did not meet in February and the TANF contract extensions were discussed during the Executive Committee meeting. WBLV uses TANF funds to support year round in-school youth programs.

The contracts with St. Luke's University Health Network, Children's Home of Easton, and Penn State Lehigh Valley have been in operation since July 1, 2014 and have been extended for three one-year periods. These contracts will end June 30, 2018 and built into the contract is another clause that states pending board approval, these contracts may be renewed for four more one-year terms. The Department of Human Services is in the process of changing their requirements to utilize these funds, and should the requirements change, there is a possibility we will need to release a new RFP if new guidelines are announced. But as of right now, we have not received information from the Department of Human Services regarding new allocations. Therefore, we need to renew these three contracts for one more year ending June 30, 2019 pending budget negotiations and funding.

The three contractors, St. Luke's University Health Network, Children's Home of Easton, and Penn State Lehigh Valley are meeting the performance required in the contracts.

ACTION: Luke Cunningham motioned, Janice Komisor seconded, and all approved Board approval to continue extending the providers contracts for one-year from July 1, 2018 to June 30, 2019 subject to budget negotiations and any changes in the Department of Human Services guidelines. Sharon Scheirer abstained.

Request for Quotes

Nancy Dischinat reported on three Request for Quotes (RFQs) including: Communications and Marketing Consultants; six request were received and will be reviewed; Next Generation Partnership-Convener, two requests were received; and Project Management Consultant(s) deadline which is due on March 19th.

Committee Reports**Workforce Solutions, Accountability and Compliance**

Nancy Dischinat reported that the Committee has increased its members, which now includes the one-stop partners.

Gina Kormanik reported on the Workforce Snapshot which included 5.2% unemployment rate, local area unemployment statistics, top occupations, and mix of industry employment for Lehigh Valley.

Mike Dopkin reported on the Fast Facts statistics from July 1, 2017 to January 31, 2018 which included: 6,059 received at least one service, 150 conducted job search, 3,130 introduction to services, 1,707 attended workshops, 169 veterans served, 358 received intensive services, 462 program related employment outcomes, 131 new employers using JobGateway[®], 7,773 new job posting, 105 job fairs, 637 job fair hires and 23 new employer partners.

Gina Kormanik reported on the Business Growth including Alpla, an Austrian plastics manufacturers opening a facility in Lehigh Valley Industrial Park VII and looking to employ 50-60 workers; FedEx Ground looking to hire 900 workers by fall, and Amazon along with the National Association of Workforce agencies asked six states to partner with them on a career choice program to develop business relations with the workforce system and employers. Company rightsizing including Ledvance which will be dislocating 80 workers, working closely with the dislocated workers from Wells Fargo. Mike Dopkin reported on the Trade Act enrollments of 57 participants with a grand total of \$1,417,495 funds for training, as well as the Unemployment Compensation phone traffic with 1,676 using the phone line, Job Fair report with 116 job fair, 498 job postings, 4,567 job openings and 674 direct hires.

Sue Griffith reported on the Title WIOA , EARN and Out-of-School Youth performance summary including: Title I which exceeded in enrollments, job placements, training related placements, training activities; Exceeded all EARN performance measures in placements, retention and activity compliance rate; Out-of-school youth performance exceeded in the work-based activities and individual training accounts, still working on the target rates for youth enrollments and placements; Exceeded all bench marks for the State Common Measures for 2nd quarter. Allentown Employment and Training Center from July 1, 2017 to February 28, 2018 showing 1,610 foot traffic, 142 new enrollees, 1,468 returnees and 425 attended information session/workshops. The Bethlehem Employment and Training Center had 977 foot traffic, 377 new, 600 returnees and 1,287 information sessions/workshops. The Easton Employment and Training Center had 1,599 foot traffic, 317 new, 1,282 returnees and 1,001 participated in information sessions/workshops. Reports were also given on the Title I WIOA, EARN and Out-of-School Youth Performance Summary for January 2018.

Larry Wiersch reported on the Business and Economic Development meeting held on February 9, 2018 which included:

Next Generation Industry Partnerships

Lehigh Valley's Diversified Manufacturing and Transportation/Warehousing/Logistics Industry Partnerships are transitioning to the state's new model of Next Generation Sector Partnerships where businesses from the same industry work with workforce development, economic development, education and the community to address business issues. The Workforce Board Lehigh Valley was awarded Next Generation Sector Partnership grants for \$25,000 for each industry to convene employers and prioritize common business needs.

WBLV requested quotes for a Convener that recruits business leaders and facilitates employer roundtables to identify these business priorities, recruits public partners to strategically support business needs, facilitates Next Generation Business Advisory Councils, records and reports Next Gen activities and accomplishments, and conducts other duties as needed under the grant. Once needs are identified, the state expects to make additional funds available to address business priorities. WBLV went after quotes for Conveners on February 22 with a deadline of March 8. Two quotes were received and are being reviewed. The Next Generation grants run until June 30, 2018 with the possibility that Labor and Industry may extend the funds.

Wage Data for PA Center for Workforce Information and Analysis (CWIA)

The Business and Economic Development Committee agreed to lead a campaign to get more employers to provide wage information to the PA Center for Workforce Information and Analysis (CWIA). Each year CWIA publishes wage tables for each of Pennsylvania's Workforce Development Areas and Metropolitan Statistical Areas; however, wages tables are only as good as the information provided voluntarily by employers. We know that wages are increasing, but does this data really reflect this? A lot more employer input is needed to ensure the accuracy of this data and CWIA needs your help to participate in wage surveys. In addition to our Lehigh Valley-wide campaign, please let us know as Board members if your company will provide wages.

NOCTI Employability Skills Assessments

The Workforce Board Lehigh Valley is the only Board that is a NOCTI Business Solutions certified test site. To capitalize on this, WBLV is piloting NOCTI Employability tests at PA CareerLink® Lehigh Valley to assess job seekers' employability or soft skills including reading, math, writing, speaking, listening, problem solving, positive attitude, attendance, and more. The assessment is now being "test-driven" by employers and administered to job seekers as a pilot through a state Business Education Partnership grant until June 30, 2018. If you are interested in test-driving the two hour, 148-question assessment, holding a session on Friday, April 6, 1:00pm at PA CareerLink® Lehigh Valley.

Vito Gallo reported on the Legislative Orientation held on February 9, 2018, which was very well attended. Addressed the funding sources, review of the local plan, unemployment compensation phone traffic, and Senator Scavella talked about the need of a possible satellite office in Pen Argyl.

Cindy Evans reported the Pennsylvania Department of Labor and Industry is releasing \$1 million of Statewide Set-Aside Funding available to support a State Local Internships Pilot Program (SLIPP) for 8 weeks, these funds do not have eligibility requirements. Youth must be between the ages of 16-24 and live in Lehigh and Northampton County with wages of \$.10.15hr.

Executive Director's Report

Nancy Dischinat reviewed the Executive Director report which included:

- Governor Tom Wolf Visit
- Meeting with Lehigh and Northampton County Executives
- State of the County with Lehigh and Northampton County Executives
- Greater Lehigh Valley Chamber Economic Outlook
- Where Are We Headed? Panel Discussion on Bethlehem Public Education
- Business and Industry Tours: Nestle Pure Life
- Talent Supply and Industry Sector Analysis & Strategic Action Plan
- Northampton Community College Back To Work Program – change plan on numbers of students serving, build up some of their programs
- Employer and Education Engagement Center
- Micro-Credentials Grant Update
- Hurricane Maria
- Legislative Orientation
- PA House Democratic Policy Committee Roundtable: Future Jobs, Technology and Automation
- PA House of Representatives Proposed Legislation
- Department of Human Services Acting Secretary Teresa Miller Visit
- St. Luke's Sacred Heart Campus
- What's So Cool About Manufacturing
- Eastern PA Hiring Expo
- Allentown School District/Allentown Chamber of Commerce: CareerLinking Academy program
- Air Products: What You Can Be?
- Fundamentals of Manufacturing Certification Program
- Engage! Lehigh Valley Business Outreach Program
- Job and Labor Market Update including: Workforce Snapshot, Workforce Development Area Profile, Business Growth and Rightsizing, Top 50 Employers, PA Monthly Workstats, and Wage Charts

Meeting adjourned at 9:02 a.m.