



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, DECEMBER 8, 2020
8:00 A.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81460519277?pwd=VjZLOHNhSjVxL1lXdHUwRTJZNM52UT09>

Meeting ID: 814 6051 9277 | Passcode: 105505

AGENDA

1. **Welcome and Introductions**
2. **Action Required**
 - Approval of September 1, 2020 Minutes – **Attachment 1**
 - Draft Audit Report 7/1/20-6/30/20/Finance Report, Program Year 2020-2021 – **Attachment 2**
 - Request for Proposal Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Employment Advancement & Retention Network (EARN)
 - Request for Proposal One-Stop Operator
 - Request for Proposal Information Technology Services
 - Talent Supply Study/Lehigh Valley Economic Development Corporation
 - Negotiated WIOA Performance Standards
 - Finish What You Start Grant
3. **Planning and Labor Market Data**
4. **PA CareerLink® Lehigh Valley Workforce System Update**
5. **Business, Industry and Education Alignment**
6. **Grants and Initiatives**
7. **Other/Adjournment**

NEXT MEETING: TUESDAY, MARCH 10, 2021 AT 8:00 A.M.



**WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES
TUESDAY, SEPTEMBER 1, 2020**

The Workforce Board Lehigh Valley (WBLV) Board meeting held on Tuesday, September 1, 2020 at 8:00am, via Zoom due to COVID-19.

Members present: Danielle Adams, Catherine Bailey, Ann Bieber, Jane Brooks, Catherine Campanaro, Don Cunningham, Mark Erickson, Lorraine Faccenda, Marybeth Ferguson, Jane George, Laurie Hackett, James Irwin, Janice Komisor, Kurt Landes, John MacDonald, Timothy Mulligan, Lisa Nesbitt, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm, Portia Watkins, and Michael Woodland.

Guests Present: Ruben Pachay, Director, Bureau of Workforce Partnership/Operations, Bob Pisko, Bureau of Workforce Partnership/Operations, Phillips Armstrong, Lehigh County Executive, Connor Corpora representing Senator Bob Casey, Representative Jeanne McNeill, Nancy Wilt representing Representative Peter Schweyer, Michelle Griffin-Young, Ashley Lorah, Brittney Waylen, and Matt Powell of Greater Lehigh Valley Chamber of Commerce.

Staff present: Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Nanse Wolfington, Venessa Rivera, PA CareerLink® Lehigh Valley Staff Sue Griffith, Mike Dopkin, Theresa O’Leary, Tiffany Kocher, and Meredith McCarthy.

Chair Laurie Hackett welcomed all to the September 1, 2020 Workforce Board Lehigh Valley Board meeting.

Nancy Dischinat introduced Ruben Pachay, Director of Bureau of Workforce Partnership and Operations at the PA Department of Labor and Industry and Jim Nichols who is the Regional Director. Nancy Dischinat presented Tiffany Kocher, Career Advisor and Theresa O’Leary, Career Advisor with the Above and Beyond recipient award who as a team had direct contract with 8,654 individuals in the Lehigh Valley collecting unemployment compensation. The Workforce Board Lehigh Valley acknowledged their gratitude and recognition for their outstanding service to the unemployed citizens of the Commonwealth during the COVID-19 Pandemic. Mr. Pachay thanked the Board for inviting him to the meeting and stated that Lehigh Valley is well-known for their innovation and their work for job seekers and employers. Nancy thanked the PA CareerLink® Lehigh Valley system and Michelle Griffin-Young thanked the Workforce Board for their assistance with employers.

Action Required
June 9, 2020 Minutes

ACTION: Stephen Patterson motioned, Keith Reynolds seconded and all approved the June 9, 2020 minutes as presented. No abstentions.

2020-2021 Finance Reports

Stephen Patterson reviewed the Finance Committee reports, including the Projected Funding Sources for Formula Funds, Discretionary Funds and Other Funds for Program Year 2020 and the Statement of Projected Revenue for the period of July 1, 2020 to June 30, 2021. He also reported on the Resource Sharing Agreement Operations Budget for 2020-2021.

ACTION: Jane Brooks motioned, Catherine Bailey seconded, all approved the Finance Reports for Program Year 2020 as presented. No abstentions.

Transfer of Funds

Stephen Patterson reported on the Transfer of Funds to move up to \$500,000 from the Dislocated Worker program to the Adult funds.

ACTION: Catherine Campanaro motioned, Tim Mulligan seconded and all approved the Transfer of Funds up to \$500,000 from Dislocated Workers to Adult funds as presented. No abstentions.

Request for Proposal for Youth Programming

Nancy Dischinat reported issuing a Request for Proposal for Youth Programming. Due to the pandemic, we are not able to place youth into work experience due to the pandemic, w funds and using the resources for work experience; therefore, the Workforce Board Lehigh Valley wishes to issues a Request for Proposal for Youth Programming to assist youth to consider training and look at other opportunities

ACTION: Stephen Patterson motioned, Janice Komisor seconded and all approved to move forward with a Request for Proposal for Youth Programing. No abstentions.

Negotiated Performance

Nancy Dischinat reported on the Workforce Innovation and Opportunity Act Negotiated Performance Measures, presenting estimates of what the state is requesting and what the Workforce Board Lehigh Valley is negotiating.

ACTION: Gregg Potter motioned, Michael Woodland seconded, and all approved to move forward with the Workforce Board Lehigh Valley negotiations performance to the state. No abstentions.

Individual Training Account Policy Revision

Nancy Dischinat reported on the proposed revisions for the Individual Training Account Policy procedures as follows for Adult, Dislocated Workers and Youth:

Procedure:

The participant must obtain the minimum ~~WorkKeys~~[®] CASAS scores that align with their occupational choice ~~and the training program's book level~~. If the participant does not obtain the required scores, he/she will be scheduled for remediation with the Career Assessment and Remediation Specialist. Remediation will be offered utilizing ~~KeyTrain~~[®] CASAS software, customized one-on-one instruction and other appropriate remediation tools. If the participant is still unable to obtain the necessary scores with remediation, a review of the appropriateness of the occupational skills training goal will be conducted. All factors will be considered including, but not limited to, the participant's work history, education, barriers, disabilities, support system, motivation, attendance, and attitude. Other factors to be considered could include comparing minimum skill level scores in ~~KeyTrain~~[®] CASAS to other assessments such as ABLE or TABE ~~or CASAS~~. If this review substantiates that the participant's training request should be considered, the Career Advisor will submit justification to the department manager for approval of a ~~WorkKeys~~[®] CASAS waiver.

The approved training amount includes the cost of tuition, fees, books, supplies, and any other course requirements **such as technology, hardware and software required to fulfill the need of the training program/course**. Let the minutes reflect that all laptops that will be taking home will be secured.

ACTION: Gregg Potter motioned, Portia Watkins seconded and all approved the changes to the Individual Training Account Policy as presented. No abstentions.

Supportive Services/Incentives Policy Revision

Nancy Dischinat reported on the proposed revisions for the Individual Training Account Policy procedures as follows for Adult, Dislocated Workers and Youth:

Policy

Supportive Services/Incentives

The Workforce Board Lehigh Valley (WBLV), based on funding availability, provides supportive services/incentives to eligible participants who meet program engagement requirements in individualized career and training activities. Supportive services may include transportation assistance, required materials/supplies, clothing, background checks, medical screenings, **technology required to fulfill program and training needs**, and industry-recognized certifications. Added under the Qualifying Activities added workshops, technology, and hardware.

ACTION: Janice Komisor motioned, Danielle Adams seconded and all approved the changes to the Supportive Services/Incentives Policy as presented. No abstentions.

2020 High Priority Occupations

Nancy Dischinat reported on the new 2020 Lehigh Valley High Priority Occupations list effective August 1, 2020 through July 31, 2021. The new list is rolled over from 2019 and all petitions that were meant to expire were extended for another year. A new occupation has been added to the Statewide list for Interviewers (Contact Tracers). Programs being removed from the Lehigh Valley list are Police & Sheriff's Patrol Officers; Supervisors – Housekeeping & Janitorial Workers; Supervisors – Landscaping & Grounds Keeping Workers.

ACTION: Stephen Patterson motioned, Michael Woodland seconded and all approved the 2020 Lehigh Valley High Priority Occupations as presented. No abstentions.

Request for Proposal Employer Videos/Career Pathways

Nancy Dischinat reported on issuing a Request for Proposal for Videos to showcase employers to accompany their career pathways. These videos will be placed on the Workforce Board Lehigh Valley website, a statewide internship website, and sent to Lehigh and Northampton County schools.

ACTION: Catherine Campanaro motioned, Keith Reynolds seconded and all approved to issue a Request for Proposal for Employer Videos.

Request for Proposal Language Skills Study

Lehigh County Phillips Armstrong reported that Lehigh and Northampton County have requested to do a study to reach more people bilingual and how much of a need in this area. Nancy Dischinat state that we would like to do a study on language skills and barriers.

ACTION: Tim Mulligan motioned, Portia Watkins seconded and all approved to move forward to conduct a Language Skills study.

2020-2021 WBLV Board of Directors/New Board Members

Gina Kormanik welcomed new Board members Jane George, Regional Affairs Director from PPL Electric Utilities and who previously served on the Board from St. Luke's Hospital, Lorraine Faccenda, Plant Manager from Lafarge Cement, Portia Watkins, Office Manager from Gemini KB Systems, and William Reilley, Business Representative from International Union of Operating Engineering Local 542.

PA CareerLink® Lehigh Valley COVID-19 Status

Mike Dopkin reported on the Bureau of Workforce Partnership and Operations outreach flyer which is on PA CareerLink® Lehigh Valley website and posters are at all sites. Mike Dopkin reported out on the Bureau of Workforce Partnership and Operations staff remote work summary from March 18 to August 25, 2020 with 803 cases managed, 2,208 veteran outreach services completed, 305 voicemails received and 8,654 unemployment compensation claimants assisted. He also reported on the number of Trade Act participants in training.

Sue Griffith reported on Educational Data Systems, Inc. (EDSI) remote services summary from March 18, 2020 to August 31, 2020 under the Workforce Innovation and Opportunity Act (WIOA) with 90 remote enrollments, 90 remote entered employment, 45 remote trainings for individual training accounts, on-the-job training and credentials. Youth with 42 remote enrollments, 24 remote entered employment and 6 restarts and no new trainings. Employment Advancement Retention Network (EARN) with 22 remote enrollments, 22 remote entered employment and 3 remote trainings for individual training accounts, on-the-job training and credentials. Also remote for State/Local Internship Program (SLIP) with 63 placements with 41 employers. Youth Reentry with four enrollments and two placements, Basic Career Services, and Virtual Program Design Implementation. Sue Griffith also gave updates on the PA CareerLink® Lehigh Valley Satellite Activity Reports from July 1, 2020 to June 30, 2020, the Linking Employment Activities Program (LEAP) report, and Title I WIOA, EARN and Out-of-School Youth Program Year 2020 Performance Summary.

Mike Dopkin reported on a Community Accessible-Training and Education (CATE) for COVID-19 response unit which will provide testing and education targeting minorities and underserved communities and will be onsite through a mobile vehicle while educating the public on how to stay safe and healthy and will be in our area in September 8 and 10 in Phillipsburg YMCA, and Allentown YMCA on September 14 and 15. Jane Brooks clarified that the mobile unite will held at the Bethlehem Hispanic Center on September 9, 2020.

Grants

Nancy Dischinat reported that we are working with Lehigh Carbon Community College on a state grant for In-School Youth to help serve 200 in-school youth with barriers. The Workforce Board Lehigh Valley has received a first increment of \$100,000 from Century Fund to begin planning College and Career Centers within Allen, Dieruff, and Building 21 high schools.

Nancy Dischinat reported WBLV is soliciting grant applications for the Lehigh County COVID-19 Relief Grant Program from providers of Broadband, Education and Workforce Development.

Gina Kormanik reported that the WBLV is working with the Greater Lehigh Valley Chamber of Commerce on the Statewide Apprenticeship Expansion grant that provides outreach to the business community on Apprenticeship as a model of training for business and industry.

Nancy Dischinat gave an update on the Youth Reentry grant with Northampton County Adult and Juvenile Probation Offices, and Lehigh County Adult and Juvenile Probation.

Initiatives

Connor Corpora reported on the HEALS Act and the PA School Works/Conversation with Senator Bob Casey event held July 17, 2020 which featured a discussion about the challenges Pennsylvania schools and families may face in the fall, and how the federal government plays a continuing role in helping school districts as they plan for reopening.

Committee Meetings

Nancy Dischinat reported on Lehigh Valley Business-Education Partnership Committee and the state is writing a Reimagining grant to improve childcare quality act in Pennsylvania to train people in childcare to pay higher wages and provide support to childcare centers.

Jane Brooks gave a brief update on the Workforce Solutions, Accountability and Compliance Committee, which reviewed the PA CareerLink® Lehigh Valley COVID-19 status update reported earlier. The Committee is currently evaluating changes to the workforce system and discussing modifications with the one-stop partners. Nansé Wolfington reported on the 4th Quarter Performance Measures, Program Year Contract Renewals, Service Provider Monitoring, and Lehigh Valley site certifications.

Keith Reynolds gave an update on the Business and Policy Committee including scheduling an Education and Training Employer Roundtable to obtain feedback from Lehigh Valley's employers on the impact of COVID on education, training, child care, apprenticeships, and other workforce issues. Sherri Palopoli of B. Braun Medical Inc. presented the Employer Roundtable concept.

WBLV continues to work on the next round of the **Engage! Business Outreach Program**, a statewide program through the PA Department of Community and Economic Development (DCED). The Board contracts with the Greater Lehigh Valley Chamber of Commerce to provide additional Forums as follows: Two Minority and women-owned businesses, Food and Accommodations Industry Sector, and Registered Apprenticeships across Multiple Industry Sectors. Michelle Griffin-Young gave a legislative update on the Pandemic Unemployment Assistance which ended the \$600 per week on July 26, 2020; the Senate did not pass to extend. On August 8, 2020 the President issued an executive order that the federal government will provide \$300 per week.

Danielle Adams gave an update on the Youth Council committee and reported that the In-School Youth Temporary Assistance for Needy Families Summer Work Experience program was approved, but after the approval, it was determined by the vendors, Board staff and program operators that due to COVID, vendors are unable to provide the services outlined in their youth plans and were not held.

Other Business/Adjournment

With no further business, a motion to adjourn the meeting was made by Keith Reynolds, seconded by Jane Brooks at 9:40 a.m., and all approved.