

**WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES
TUESDAY, MARCH 12, 2019**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, March 12, 2019 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Danielle Adams, Paul Anthony, Ann Bieber (via phone), Jane Brooks (via phone), Tom Fiorini, Vito Gallo, Laurie Hackett, Janice Komisor, Kurt Landes, John MacDonald, Denise Maiatico (via phone), Lisa Nesbitt, Jim Nichols, Keith Reynolds, Dr. Joseph Roy, Sharon Scheirer, Susan Storm, and Carol Young.

Guest present: Phillips Armstrong, Lehigh County Executive, Becky Bartlett representing Northampton County Executive Lamont McClure, Debi Rice, Fun-nominal Events, Stephen Patterson of Lafayette Ambassador Bank, Michael Dee representing Representative Jean McNeill, Bill Royer representing Representative Ryan Mackenzie, Michelle Griffin-Young, Asa Saidman and Brittney Whalen of the Greater Lehigh Valley Chamber of Commerce, and Cathy Crabair of Valley Youth House.

Staff present: Nancy Dischinat, Cindy Evans, Gina Kormanik, Lillian Rodriguez, Nanse Wolfington, John Haupt, and PA CareerLink® Lehigh Valley and EDSI staff.

Co-Chair, Laurie Hackett welcomed all and introduced the guest to the March 12, 2019 WBLV Board meeting.

Action Required

December 11, 2018 Minutes

ACTION: Kurt Landes motioned, Dr. Joseph Roy seconded and all approved the December 11, 2018 as presented.

Finance Report

Nancy Dischinat gave a detailed report on the Grants Update, which included:

- State Apprenticeship Expansion Grant
- Northampton County Linking to Employment Activities Pre-release (LEAP)
- City of Allentown, Community Development Block Grant
- PAsmart Next Generation Manufacturing
- State Business Education Partnership Funds
- Economic Transition National Dislocated Worker Grant
- WIOA State/Local Internship Program (SLIP) 2019

John MacDonald reported on the Finance Committee report, which included the Projected Funding Sources for Program Year 2018 and the Statement of Projected Revenue for the period of July 1, 2018 to June 3, 2019.

ACTION: Keith Reynolds motioned, Tom Fiorini seconded and all approved the Finance Report for Program Year 2018 as presented.

WIOA Youth Participant Eligibility Policy

Nancy Dischinat reported that as part of our policy review, our attorney recommended that youth have an Eligibility Policy separate from the WIOA Eligibility Policy. In the new Policy, included are the required eligibility documentation, which was not outlined in the WIOA Eligibility Policy, therefore the Youth CareerFORCE Committee agreed with our attorney and made a motion to have a separate Youth Participant Eligibility Policy.

ACTION: Keith Reynolds motioned, John MacDonald seconded and all approved that a separate Youth Participant Eligibility Policy be separate from the WIOA Eligibility Policy as presented.

State/Local Internship Program (SLIP) Youth Eligibility Policy

Nancy Dischinat reported that the WBLV has developed a SLIP Youth Eligibility Policy to document the required eligibility criteria as it aligns to the terms and conditions that have been set forth by the Commonwealth. The Youth CareerFORCE Committee agreed to bring forth to the Executive Governance meeting and to move to the Full Board for approval.

ACTION: Dr. Joseph Roy motioned, Kurt Landes seconded and all approved the State/Local Internship Program Youth Eligibility Policy as presented.

State/Local Internship Program (SLIP) Employer Policy

Nancy Dischinat reported that WBLV has develop a SLIP Employer Policy that strongly encourages employers to invest and contribute a set dollar amount determined by the local Workforce Board. Governor Wolf's employer engagement strategy would allow local Boards to leverage the employer contribution and serve more youth through the program. WBLV in alignment with the Governor's strategy has created a SLIP Employer Policy to outline the requirements for the employer contribution, therefore the Youth Career FORCE Committee made a motion to bring this policy to the Executive Governance Committee and to move to the Full Board for final approval.

ACTION: Laurie Hackett made the motion, Tom Fiorini seconded and all approved the State/Local Internship Program Employer Policy as presented.

Valley Youth House/Allentown Youth Works Program

Nancy Dischinat reported the WBLV released a Request for Information for Innovative Ideas and Strategies to serve Out-of-School Youth. Valley Youth House responded and WBLV invited them to share more information regarding their Program. Valley Youth House proposed an Out-of-School Youth Program that would target sixty Allentown youth in four cohorts over the course of fifteen months. The program would include weekly individualized case management, intensive employment reading training a twelve week paid work experience, and job coaching customized to overcome each youth's barrier to employment. The program would include a fulltime Job Developer to focus on identifying and supporting potential employers.

The Youth CareerFORCE Committee recommended moving forward to the Executive Governance Committee and to the Full Board to finalize contract negotiations with Valley Youth House for their proposed Allentown Youth Works Program for Out-of-School youth.

ACTION: Kurt Landes motioned, Sharon Scheirer seconded and all approved to finalize contract negotiations with Valley Youth House.

Lehigh Valley Planning Commission Shared Staff

Nancy Dischinat reported that she has been working with Beck Bradley, Executive Director of the Lehigh Valley Planning Commission, to plan the hiring of a shared data person who would split time between the Workforce Board Lehigh Valley and the Planning Commission. The Business and Policy Committee discussed and approved the hiring of shared data at their February 15th meeting to bring forward to the Executive Governance Committee and the Full Board meeting.

ACTION: Laurie Hackett made the motion, Janice Komisor seconded and all approved the hiring of a shared staff with the Lehigh Valley Planning Commission as presented.

Recertification of Bethlehem Employment and Training Center

Nancy Dischinat reported that local Workforce Development Boards are responsible for certifying PA CareerLink® sites in their local workforce area. During this process, our Workforce Board Lehigh Monitor reviews the PA Department of Labor and Industry Certification Criteria Requirements that allows local Boards to certify CareerLink sites for up to three-years.

Due to the relocation of our Bethlehem Employment and Training Center from 520 East 4th Street in Bethlehem, to 502 East 4th Street, Bethlehem, WBLV is required to recertify the site. The site has met all of the PA Department of Labor and Industry Certification Criteria Requirements and WBLV is recommending recertifying the Bethlehem Employment and Training Center for the period of December 10, 2018 to June 30, 2020.

ACTION: John MacDonald motioned, Dr. Joseph Roy seconded and all approved the relocation Recertification of the Bethlehem Employment and Training Center as presented.

This ends our Action Required documents.

1. Governor's State Budget/Auditor General Performance Reports/Command Center

Nancy Dischinat and Vito Gallo gave a brief update on the Governor's State Budget and the creation of the Keystone Economic Development and Workforce Command Center. Nancy Dischinat also reported on the Auditor General Performance Report, which included the following findings:

Finding one – Stronger commitment and more effective oversight of interagency coordination are needed by Pennsylvania's state workforce development board to ensure the Governor's vision and goals addressing the challenges of Pennsylvania's workforce development system are met.

Finding two – Pennsylvania's workforce development system is not meeting the needs of employers and is showing mediocre performance compared with other states. While new initiatives are being implemented, more improvement is necessary to prepare students and current job seekers with necessary training and skills to fill job needs and enhance Pennsylvania's economic competitiveness.

Nancy Dischinat reported on being invited to speak at the Pennsylvania House Labor & Industry Committee on February 19, 2019.

2. WBLV Annual Report of PA Workforce Development Board

Nancy Dischinat reported on submitting a WBLV Annual Report that included the following: 1) Top three accomplishments from the past calendar year, including progress toward reaching the five broad goals of the state's WIOA Combined State Plan. 2) Top three stories/testimonials of the impact of workforce development programs and services on customers, including those served by state discretionary grants. 3) Any local workforce development challenges in the past calendar year or anticipated in the next calendar year, and the LWDB's plan to address identified challenges. 4) Any demonstrated innovative and promising practices that support the continuous improvement of the workforce development system. 5) Any areas where the LWDB would benefit from additional state guidance.

3. State/Local Internship Program (SLIP) Flyers

Nancy Dischinat updated and provided to the Board the SLIP Flyers for both Employers and Participants.

4. Employability Skills/Allentown School District/Career Linking Class

Nancy Dischinat reported on the progress of the Employability Skills Framework Curriculum with the Allentown School District.

5. St. Luke's Sacred Heart Campus Update

Nancy Dischinat gave a brief update on the progress of what is happening with the St. Luke's Sacred Heart Campus.

6. Committee Meeting Agendas

The Committee meeting agendas were provided prior to the Board meeting for review.

7. Executive Director's Report

Nancy Dischinat gave the Executive Director's report, which included the following:

- NAACP Meeting on December 21, 2018 with featured guest Kerry Kirkland, Deputy Secretary of Diversity, Inclusion in Small Business Opportunities, and Esther Lee, President of The Easton NAACP
- Greater Lehigh Valley Chamber of Outlook Luncheon
- Lehigh County 2019-2023 Fiver Year Consolidated Plan meeting, February 4, 2019
- PA Yellow Dot Program
- The Color of Justice, a Forum on Criminal Justice Reform, March 11, 2019
- Education in Allentown-Telling Our Story Event, March 19, 2019
- The Future of Work Conference, April 11, 2019
- PA Workforce Development Association Governor's Employer Eastern PA Award Winner is FedEx Ground, award presentation to be held May 8, 2019, Hershey Lodge and Convention Center
- Veterans and Military Event, May 13, 2019
- PBS meeting, February 28, 2019
- Da Vinci Science Center meeting
- Get To Work Lehigh Valley Podcasts
- Career Pathways
- Business Education Partnership Resource Directory
- LANTA Bus Signs
- Chamber Directory Ad
- CareerLinking Academy United Nations Visit, March 15, 2019

- Best Practices in Education Foundation meeting, February 1, 2019
- Bethlehem Area School District and Intermediate Unit 20 Meeting, February 28, 2019
- Bosch Community Fund Launch meeting, February 28, 2019
- Datapalooza meeting
- University of Illinois Survey
- Lehigh County Corrections Partnership meeting with the Honorable Judge Douglas Reichley, February 28, 2019

8. Other Business/Adjournment

With no further business, a motion to adjourn the meeting was made by Laurie Hackett, seconded Jane Brooks at 8:50 a.m., and all approved.