



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, MARCH 10, 2020
555 UNION BOULEVARD, ALLENTOWN, PA
7:30 A.M.**

AGENDA

1. Welcome

2. Action Required

- Approval of December 10, 2019 Minutes – **Attachment 1**
- Approval of Audit - **Handout and Presentation by Buckno Lisicky**
- Finance Reports for Program Year 2019-2020 – **Attachment 2**
- Approval of WBLV Program Services Provider Agreement Renewals – **Attachment 3**
 - Educational Data Systems, Inc. (EDSI) (Title I Service Provider and Out-of-School Youth)
 - Penn State Lehigh Valley (Year-Round In-School Youth)
 - ProJeCt of Easton (Out-of-School Youth)
 - St. Luke's Hospital (Out-of-School Youth)
 - St. Luke's Hospital (Year-Round In-School Youth)
- Request for Proposals/Quotes – **Attachment 3**
 - Summer Work Experience Program for Temporary Assistance for Needy Families (TANF) In-School Youth
 - One-Stop Operator
 - Innovative Ideas and Strategies for Youth Ages 16-24
 - Audit Services
- Approval of Recommended WBLV Slate of Officers – **Attachment 4**
- Approval of Revised WBLV By-Laws – **Attachment 5**
- Approval of Work-Based Training Policy Revisions – **Attachment 6**

Discussion

- Memoranda of Understanding with One-Stop Partners
- Participant Incentives – **Attachment 7**
- Participant Support Services – **Attachment 7**

3. Monitoring Report – Attachment 8

4. Grants/Initiatives Update – Attachment 9

5. Executive Director's Report

6. Committee Meeting Agendas – Attachment 10

7. Other Business/Adjournment

Next Meeting: Tuesday, June 9, 2020, 7:30 a.m.

VISION

The Lehigh Valley has a world-class workforce.



**WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES
TUESDAY, DECEMBER 10, 2019**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, December 10, 2019 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Danielle Adams, Ann Bieber, Jane Brooks, Don Cunningham, Mark Erickson, Laurie Hackett, Patricia Hartwell (via phone), James Irwin, Janice Komisor, Joseph Kovalchik, Connie Kreitz, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Stephen Patterson, Gregg Potter, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm (via phone), Larry Wiersch, David Wolff, Michael Woodland and Carol Young (via phone). **Guests:** Phillips Armstrong, Lehigh County Executive, Becky Bartlett, representing Northampton County Executive Lamont McClure, Marybeth Ferguson from Bureau of Workforce Partnership and Operations, Bill Royer, representing Representative Ryan Mackenzie, Michael Dee, representing Representative Jeanne McNeill, Megan Beste, representing Congresswoman Susan Wild, Steve Strella, representing Representative Zach Mako, Connor Corpora, representing Senator Bob Casey, and Robert Pisko, Bureau of Workforce Development Administration/Operation Services. **Staff present:** Nancy Dischinat, Marie Becher, Gina Kormanik, Larry Kolasensky, Lillian Rodriguez, Nanse Wolfington, John Haupt, and PA CareerLink® Lehigh Valley staff.

Chair Larry Wiersch welcomed all to December 10, 2019 Workforce Board Lehigh Valley Board meeting.

Action Required

September 10, 2019 Minutes

ACTION: Keith Reynolds motioned, Gregg Potter seconded and all approved the September 10, 2019 minutes as presented.

WIOA Multi-Year Regional/Local Plan Modification

Nancy Dischinat gave an update on WIOA Multi-Year Regional/Local plan feedback received from the state, which included minor changes to the Plan. WBLV resubmitted the requested changes to the state and they approved all changes to the WIOA Multi-Year Regional/Local Plan Modification. The Chief Elected Officials along with the Board Chair have signed a letter to the state approving the changes and will submit a clean copy of the final Modification Plan for final approval by the state.

ACTION: Connie Hood motioned, Tim Mulligan seconded and all approved the final changes to the Multi-Year Regional/Local Modification to the State for their final approval.

2019-2020 Finance Reports

John MacDonald reported on the Finance Committee report, including Projected Funding Sources for Formula Funds, Discretionary Funds and Other Funds for Program Year 2019 and the Statement of Projected Revenue, July 1, 2019-June 30, 2020.

ACTION: Stephen Patterson motioned, David Wolff seconded and all approved the Finance Report for Program Year 2019-2020 as presented.

Funds Transfer

Nancy Dischinat requested to transfer up to \$300,000 from the Workforce Innovation and Opportunity Act Dislocated Workers Funds to Adult Funds in order to serve additional adults, based on eligibility, as approved by the Executive Committee.

ACTION: Gregg Potter motioned, Tim Mulligan seconded, and all approved the Funds Transfer of \$300,000 from Dislocated Workers Funds to the Adult Funds.

Lehigh Career & Technical Institute Program Modification

Nancy Dischinat reported that on May 21, 2019 an unauthorized staff person informed Lehigh Career & Technical Institute (LCTI) that the start date of their contract would be May 1, 2019. LCTI has provided documentation to support this issue. A thorough explanation was provided regarding the issue. The Board discussed the order of events and agreed to the following action as follows:

ACTION: Sharon Scheirer motioned, John MacDonald seconded, and all approved the request to amend the contract start date from June 11, 2019 to May 1, 2019 to allow WBLV to pay LCTI up to \$10,750 for the incurred expenses from May 1, 2019 to June 10, 2019.

State/Local Internship Program (SLIP)

Nancy Dischinat reported on the 2019 SLIP program with 80 interns with 50 employers, Fifteen percent of our interns were offered employment at the end of their internship. The PA Department of Labor & Industry is making approximately \$3.5 million of WIOA statewide funding available for SLIP 2020.

ACTION: Stephen Patterson motioned, Janice Komisor seconded and all approved to move forward with the 2020 SLIP Application once the final State/Local Internship Program guideline ae released.

Teacher in the Workplace/Advancing Grants

Nancy Dischinat reported on the Teacher in the Workplace Advancing Grants from the PA Department of Labor and Industry for Workforce Boards to serve as lead applicant for the Advancing Grants, partners and fiscal agent for eligible applicants. Grants are available up to \$50,000 for a project that does not partner with an underserved or disadvantaged school/district, and up to \$125,000 for schools/districts that partner with an under-served or disadvantaged schools/district.

ACTION: Michael Woodland motioned, Keith Reynolds seconded, all approved that WBLV serve as Fiscal Agent and Applicant for Schools/Organizations submitting Teacher In the Workplace Advancing Grants.

Slate of Officers Nominating Committee

The Board discussed and recommended to nominate Keith Reynolds, President of Reynolds Business Systems and Chair of the Business and Policy Committee to fill the Office of Secretary position vacated by Vito Gallo, until June 30, 2020. A nominating committee will convene to discuss future officer positions. Connie Hood and Michael Woodland will serve on the Nominating Committee.

ACTION: Stephen Patterson motioned, Gregg Potter seconded, all approved to the nomination of Keith Reynolds to fill the Office of Secretary position until June 30, 2020. Keith Reynolds abstained.

Census Hub

Nancy Dischinat reported on Census 2020, which is fundamental to ensuring Lehigh Valley residents have access to resources. The 2020 population numbers will shape how federal tax dollars are shared in the U.S. over the next 10 years. WBLV is planning to count Census Hub within our workforce system for clarification and answers to concerns on specific Census 2020 questions, provide access to technology for people to fill out the 2020 census. Each hub will be assigned a Census Ambassador, a paid full time staff whose main role will be community outreach. The hub will provide space and consistent hours in which a Census Ambassador may be on location to interact with community members, and promote the Census.

ACTION: Laurie Hackett motioned, Connie Kreitz seconded, all approved to move forward with the establishment of a Census Hub at PA CareerLink® Lehigh Valley.

This concludes all Action Required Items.

Slate Belt Employment and Training Center

Nancy Dischinat reported that, in partnership with Northampton County Executive Lamont McClure, we are working with Tina Smith, Director of the Northampton County Community and Economic Development Department to determine the feasibility, location and logistics of a proposed Slate Belt Employment and Training Center. After discussion on ADA compliance permission granted to move ahead with Slate Belt location, therefore no motion needed.

City Center Project

Nancy Dischinat discussed a new downtown Allentown project in the works.

Committee Meeting Agendas

Meeting agendas were provided for review: Lehigh Valley Business Education Partnership, Workforce Solutions, Accountability and Compliance, Business and Policy, and Youth CareerFORCE.

Out-of-School Youth Programs/Valley Youth House

Nancy Dischinat reviewed Valley Youth House issue of terminating their contract. A meeting was held on October 28, 2019 to discuss their Agreement for the Allentown Youth Works program. After discussing performance concerns and the Corrective Action Plan, it was agreed that the proposal RFI is not working and Valley Youth House and WBLV mutually agreed to terminate Agreement 5185 pursuant to Agreement 5185, Section 4.12.1 Termination Conditions, Paragraph (a): WBLV or Contractor may request a termination for convenience upon thirty (30) days prior written notice to the other or such shorter period as may be mutually agreed to by the parties. Contractor will be entitled to receive compensation for services performed in accordance with the conditions set forth herein through the date of termination. WBLV shall not be liable for any expenses incurred by the Contractor after the effective date of termination of this agreement.

Nancy Dischinat introduced Larry Kolasensky as the new Director of Youth Initiatives.

WBLV Monitoring Report

Nancy Dischinat reported that WBLV has met the 1st Quarter Program Year 2019-to-Date WIOA Title I Performance Outcomes for Adult, Dislocated Workers and Youth.

Strategic PartnershipsAir Product,

Laurie Hackett reported on the ground-breaking ceremony for Air Products new Headquarters, which will be ready in 2021.

Century Fund

Confidentially, The Century Fund has awarded the Workforce Board Lehigh Valley grant funding for College and Career Workforce System Center in the Allentown School District.

Youth Reentry Demonstration Project

Nancy Dischinat reported that WBLV has been awarded a \$988,924 Lehigh Valley Youth Reentry Demonstration Grant program in partnership with the County Justice Systems, regional community colleges, and the Pennsylvania Academic and Career/Technical Training (PACTT) Alliance to re-engage youth ages 18-24 into education, training and self- or family-sustaining employment.

Executive Directors Report

Nancy Dischinat provided her Executive Director's report on the following:

- Business Education Partnership Committee Best Practices in Education Videos
 - Perkins V – Role of Pennsylvania Workforce Boards
 - Emmaus High School Post-Secondary Planning Night
 - National Career Pathways Network Conference
 - PA Cooperative Education Association Conference
 - Career Pathways Manual
- Workforce Accountability Committee
 - PA CareerLink[®] Lehigh Valley Job and Labor Market Landscape
 - St. Luke's Sacred Heart Inaugural Social Determinants of Health Symposium Partnering for a Health Community
 - PA CareerLink[®] Lehigh Valley at St. Luke's Sacred Heart Ribbon Cutting and Certification Established as PA CareerLink[®] Lehigh Valley Satellite
 - PA CareerLink[®] Lehigh Valley Bus Wrap and Interior Bus Signs
 - Greater Lehigh Valley Chamber of Commerce Nonprofit and Business Partners Collaborative
 - PA Workforce Development Symposium
 - Eastern PA Hiring Expo
 - Lehigh County Executive Phillips Armstrong and WBLV introduce the 2019 Lehigh County Jobs Tree featuring over 100 jobs
 - Business and Policy Committee
 - Roundtable Discussion with U.S. Representative Susan Wild and U.S. Representative Bobby Scott
 - Minimum Wage Press Event
 - Lehigh County Congress of Governments Presentation
 - Breakfast Meeting with PPL Electric Utilities President Greg Dudkin
 - Pennsylvania Apprenticeship Summit
 - Engage! Business Outreach Program

- Allentown Chamber of Commerce, Bridges to Business
- Job Connections Event
- PA Center for Workforce Information & Analysis – Workforce Information Forum
- Youth CareerFORCE Committee
 - Emily and Johnny Statistics
 - Youth Day Summit
 - SkillsUSA Council Annual Meeting and Leadership by Example Award Honoring Carol Obando-Derstine
 - Teacher in the Workplace Grants

Other Business/Adjournment

With no further business, a motion to adjourn the meeting was made by Keith Reynolds, seconded by John MacDonald at 9:05 a.m. and all approved.