



**WORKFORCE BOARD LEHIGH VALLEY MINUTES
TUESDAY, SEPTEMBER 11, 2018**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, September 11, 2018 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Danielle Adams, Ann Bieber, Jane Brooks, Luke Cunningham, Mark Erickson, Tom Fiorini, Vito Gallo, Pat Hartwell (via phone), Ellen Kingsley, Janice Komisor, Connie Kreitz, Kevin Lott, John MacDonald, Robert McNamara, Lisa Nesbitt, Jim Nichols, Carol Obando-Derstine, Owen O’Neil, Keith Reynolds, Dr. Joseph Roy, Sharon Scheirer, Susan Storm, and Larry Wiersch.

Guests present: Phillips Armstrong, Lehigh County Executive, Michael Dee representing State Representative Jeanne McNeill, Bill Royer representing State Representative Ryan Mackenzie, Nancy Wilt representing State Representative Peter Schweyer, and Marybeth Ferguson from Bureau of Workforce Partnership and Operations.

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, Danielle Bodnar and Asa Saidman from the Greater Lehigh Valley Chamber of Commerce.

Chair, Larry Wiersch welcomed all to September 11, 2018 Board meeting.

ACTION: Connie Kreitz motioned, Ellen Kingsley seconded and all approved the June 12, 2018 as presented.

Nancy Dischinat welcomed Danielle Adams, Chief Empowerment Officer of Queen Suite located in Easton. Danielle has been appointed to serve on the Board by Northampton County Executive Lamont McClure representing Business. Her term is in effect until June 30, 2020.

Chair, Larry Wiersch thanked past Chair, Luke Cunningham for his 2 years serving as the WBLV Chair and how he is committed to the community. Luke spoke a few words and he received a plaque acknowledging his time as Chair of the WBLV.

Chair, Larry Wiersch congratulated Danielle Bodnar from the Greater Lehigh Valley Chamber of Commerce and our liaison for One-Stop Operator for a new position she will be taking on as the new Executive Director for Upper Buck Chamber of Commerce.

Nancy Dischinat gave an update on the following Grants and Contracts:

- State Apprenticeship Training Grants with B. Braun Medical Inc., and Lehigh Carbon Community College and the State Capacity Building Apprenticeships Grants with B. Braun Medical Inc. and Cetronia Ambulance
- Northampton County LEAP Grant
- MRC Certification Grant
- LVEDC Engage Grant
- Strategic Innovation Grants

- State Business Education Partnership Grant
- Teacher in the Workplace Grant
- State/Local Internship Program (SLIP)
- Sector Partnership (CRISP 2)
- Micro-Credentials Grant
- 2018 STEEM Entrepreneurship CareerLinking Academy
- The Children's Home of Easton will not be funded due to not being able to have the capacity of students.

ACTION REQUIRED

Finance Reports

John MacDonald reported on the Finance Committee report which included the Formula Funds for WIOA and EARN, Discretionary Funds for LEAP, MRC and LVEDC, Other Funds, and the Statement of Projected Revenue for the period of July 1, 2018 to June 30, 2019.

ACTION: Vito Gallo motioned, Connie Kreitz, seconded and all approved the Finance Report for Program Year 2018 as presented.

Purchasing Policy and Procedures Proposed Changes

John MacDonald reported on the following Purchasing Policies and Procedures Proposed Changes:

4. WBLV shall accomplish its purchasing appropriate to the dollar amount, nature of the purchase, and available offerers/bidders, in accordance with the following procedures:
 - a. Micro Purchases
The procurement of goods and services, for which the aggregate cost does not exceed \$3,000 **\$10,000**. Micro Purchases may be awarded without soliciting competitive quotations if WBLV considers the price to be reasonable. To the extent practicable, the Micro Purchases will be distributed equitably among qualified suppliers.
 - b. Small Business Purchases
Purchases that exceed \$3,000 **\$10,000** but less than \$150,000 **\$250,000** shall require price or rate quotations from at least two qualified sources. The written quotes of the item shall be documented and attached to the Purchase Requisition Form or the procurement file for that item as appropriate. If the lowest priced item is not purchased, there shall be a written justification included in the procurement file. Prior approval of the Bureau of Workforce Development Administration (BWDA) must be obtained for purchase of property with a unit cost of \$5,000 or more. Property orders that have a single unit acquisition below \$5,000, but the aggregate purchase order is greater than or equal to \$5,000 will be submitted to BWDA for review. The WBLV will monitor the possibility of available excess property thru the notification from BWDA. When applicable, if items are available thru Costar, National Intergovernmental Purchasing Alliance (National IPA) or State Contract pricing, that system may be utilized.

- c. Bids and Formal Requests for Proposals - Goods and Services
Purchases of goods and services of \$150,000 **\$250,000** and above shall be publicly advertised and a formal request for bids, proposals and/or quotations shall be issued.

ACTION: Tom Fiorini motioned, Luke Cunningham seconded, and all approved the proposed changes as presented.

High Priority Occupations List

Nancy Dischinat stated that each year, the state published a list of High Priority Occupations specific to the labor market demands of each workforce area and are based on wage and employment data. The list is used to direct training resources, including Individual Training Accounts (ITAs), On-the-Job Training (OJT) and Work-Based Training. The list is vetted each year by our committees, employers, and education providers to ensure it represents high-demand occupations in our region. Vendors, sector partnerships and employers can submit an appeal to add occupation to the list. As approved by the Executive Committee on September 4th, the HPO list is for the time period of August 1, 2018 through July 31, 2019.

ACTION: Connie Kreitz motioned, Vito Gallo seconded and all approved the High Priority Occupations List as presented for August 1, 2018 through July 31, 2019.

2018-2019 Performance Standards

Nancy Dischinat stated that the state must negotiate federal performance standards with the U.S. Department of Labor and then in turn negotiate local performance standards with each Workforce Board to ensure they are meeting the federal standards per the Training and Employment Guidance Letter (TEGL) Number 09-17. The negotiations will be for program year 2018 and 2019. Since this is the first time we have been given actual performance standards under the new law, we would like to accept the state's level for performance for adults, dislocated workers, and youth with the exception of increasing the median earnings goal for dislocated workers from \$7,300 to \$7,500. To date, we have exceeded the local performance standards and propose to align local performance standards with the statewide negotiated standards that cover a two-year time period, and there is the uncertainty surrounding economic projections and changes in job seeker populations that could occur over the course of the timeframe being measured.

ACTION: John MacDonald motioned, Tom Fiorini seconded, and all approved the 2018-2019 Performance Standards negotiations as presented.

Authority to Apply for Discretionary Grants

Nancy Dischinat reported that through our legal Counsel to allow her the authority to Apply for Discretionary Grants that are aligned with our vision, mission and strategic plan on behalf of the Board.

ACTION: Kevin Lott motioned, Sharon Scheirer seconded, and all approved to allow Nancy Dischinat with the Authority to Apply for Discretionary Grants on behalf of the Board.

Fingerprinting Center

Nancy Dischinat reported that Workforce Boards have been contacted by the Department of Labor and Industry and General Services to determine if we are interested in offering fingerprinting services for backgrounds checks at PA CareerLink locations. Customers for these services include teachers, state employees, healthcare workers, volunteer organizations, natural gas industry workers and other employers. The two locations closest to Lehigh Valley cannot handle the capacity due to a restricted number of time slots for fingerprinting services due to staffing capacity. Therefore, we are asking for Board approval to provide these services.

ACTION: Ellen Kingsley motioned, Carol Obando-Derstine seconded, and all approved to provide Fingerprinting Services at our center if the state expands the contract.

Request for Proposal for Youth Programs

Nancy Dischinat reported that at the August 17, 2018 Youth CareerFORCE Committee meeting it was recommended to move forward to the full Board meeting that a Request for Proposal for additional new Out-of-School Youth programming with a focus on Work-Based Training to meet the 20 percent requirement.

ACTION: Keith Reynolds motioned, John MacDonald seconded, and all approved to move forward with the Request for Proposal for additional, new Out-of-School Youth Programming.

St. Luke's/Fowler Community Wellness Center/CareerLink

Nancy Dischinat reported that the Bethlehem Employment and Training Center will be housed at the new St. Luke's Fowler Community Wellness Center with a negotiating cost of \$2,439 for utilities.

ACTION: Vito Gallo motioned, Ellen Kingsley seconded, and all approved the cost for the Bethlehem Employment and Training Center.

St. Luke's Sacred Heart Campus/CareerLink

Nancy Dischinat reported that she and others were invited for a tour to St. Luke's Sacred Heart Hospital to be a workforce partner within their newest community hospital in Allentown and excited to become the first American Job Center within a working hospital. Staff will be on site to assist with services including childcare, transportation, background gaps, skills gaps, mental health need, finding jobs, and training.

ACTION: Tom Fiorini, Carol Obando-Derstine second, and all approved moving ahead with having the first American Job Center at Sacred Heart Hospital. Sharon Scheirer abstained.

Skill Up/Incumbent Worker Initiative

Nancy Dischinat reported that at the September 4, 2018 Executive Governance Committee meeting, they approved to move forward to the full Board meeting with the development and issuance of a Request for Proposal for a Lehigh Valley Skill-Up Incumbent Worker Initiative in order to advance workers and give other workers the opportunity to enter the workforce. WBLV would like to move forward with a new, innovative Skill Up/Incumbent Worker Initiative. The Workforce Innovation and Opportunity Act (WIOA) authorizes Work-Based Training options, such as: On-the-Job Training, Registered Apprenticeships, Youth Work Experiences,

Transitional Employment, and Incumbent Worker Training, which is designed for employers to retain skilled workforce and through this program, employers support the training through a 50/50 case match, along with other eligibility requirements.

ACTION: Carol Obando-Derstine motioned, Owen O'Neil seconded and all approved the development and issuance of a Request for Proposal for the Lehigh Valley Skills-Up Incumbent Worker Initiative.

Strategic Workforce Development/Next Steps for Review

TANF Innovation Grant/St. Luke's Sacred Heart Campus CareerLink

Nancy Dischinat reported that they submitted a plan with EDSI to the Department of Human Services seeking innovative strategies to serve clients. PA CareerLink® Lehigh Valley submitted an RFQ for \$260,000, and if approved, a satellite center will be housed at St. Luke's Sacred Heart Hospital.

Integrating Innovative Employment and Economic Security Strategies (IIEES)

Nancy Dischinat reported that she was contacted by U.S. Department of Labor to have a team visit PA CareerLink® Lehigh Valley to evaluate our workforce system and best practices going on in workforce development and what is the integration between Department of Human Services and Workforce Innovation and Opportunity Act. The U.S. Department of Labor is developing a book that will highlight PA CareerLink® Lehigh Valley's best practices.

Committee Reports

Nancy reported that Committee Agendas and Minutes were sent out for review prior to the Board meeting. Mike Dopkin gave an updated report on the Fast Facts, Trade Act Training Activity, and Unemployment Compensation Phone Traffic.

Executive Director's Report

Nancy Dischinat reported on the following:

- \$30 Million PAsmart New Workforce Initiative
- Lehigh Valley Professionals
- Standards Align System (SAS) Institute
- Communities in Schools Lehigh Valley
- Meeting with Senator Bob Casey on the Perkins Career and Technical Education Reauthorization Dialogue Roundtable
- Deputy Secretary Eileen Cipriani visit
- Journalism 101 Boot Camp 2018
- PA CareerLink Rebranding
- Wilson Area School District
- Secretary Gerard Oleksiak Visit
- Education and Talent Supply Report
- New Jersey One-Stop Certification
- Lehigh County Corrections Meeting
- North Schuylkill School District
- PA Workforce Development Board Director Allison Jones Visit
- Guardian In-Service Day for Guidance Counselors
- Eastern PA Hiring Expo
- Senator Scavello Update

- Results of Greater Lehigh Valley Chamber Business-Education Partnership Survey
- Lehigh Valley Planning Commission
- WBLV Website Development
- WorkIt! Training Partnership
- Employability Skills Curriculum
- Greater Lehigh Valley Chamber of Commerce Business and Labor Event
- PA CareerLink® Lehigh Valley Job and Labor Market Landscape

Other

Owen O’Neil reported that FedEx worked with WBLV and LANTA to develop bus routes to the new FedEx location. Owen stated that LANTA bus services are now available for all shifts to the FedEx location.

Adjournment – A motion to adjourn the meeting at 8:50 a.m. was made by Keith Reynolds, seconded by Jane Brooks, all approved.