



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, DECEMBER 10, 2019
555 UNION BOULEVARD, ALLENTOWN, PA
7:30 A.M.**

AGENDA

1. **Welcome**
2. **Action Required**
 - Approval of September 10, 2019 Minutes – **Attachment 1**
 - WIOA Multi-Year Regional/Local Plan Modification, 2017-2020 – **Attachment 2**
 - Finance Reports for Program Year 2019-2020 – **Attachment 3**
 - Funds Transfer Approval – **Attachment 4**
 - Lehigh Career & Technical Institute Program Modification
 - State/Local Internship Program (SLIP)
 - Teacher In the Workplace/Advancing Grants
 - Slate of Officers Nominating Committee
 - Census Hub
 - Slate Belt Employment and Training Center
 - City Center Project
3. **Committee Meeting Agendas – Attachment 5**
4. **Out-of-School Youth Programs/Valley Youth House – Attachment 6**
5. **Workforce Board Lehigh Valley Monitoring Report – Attachment 7**
6. **Strategic Partnerships**
 - Air Products New Global Headquarters
 - Youth Reentry Demonstration Project
 - Century Fund
7. **Executive Director's Report**
8. **Other Business/Adjournment**

Next Meeting: Tuesday, March 10, 2020, 7:30 A.M.

VISION

The Lehigh Valley has a world-class workforce.



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

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

Members present: Ann Bieber (via phone), Jane Brooks, Mark Erickson, Laurie Hackett, Patricia Hartwell, James Irwin, Janice Komisor, Joseph Kovalchik, Connie Kreitz, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Carol Obando-Derstine, Stephen Patterson, Gregg Potter, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm, Larry Wiersch, David Wolff, Michael Woodland and Carol Young (via phone)
Guests: Phillips Armstrong, Lehigh County Executive, Representative Peter Schweyer, Nancy Wilt, office of Representative Peter Schweyer, Connor Corpora, representing Senator Bob Casey, Megan Beste, office of Congresswoman Susan Wild, Michael Dee, representing Representative Jeanne McNeill, Alan Jennings, Community Action Committee of Lehigh Valley, Marybeth Ferguson, Bureau of Workforce Partnership Operations, Becky Bartlett representing Northampton County Executive Lamont McClure, and Michelle Griffin-Young, Greater Lehigh Valley Chamber of Commerce.
Staff present: Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Venessa Rivera, John Haupt, and PA CareerLink® Lehigh Valley staff.

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

Representative Peter Schweyer presented an update on the Civil Service Testing location issue, and Alan Jennings presented the Color Outside the Lines initiative. New Board Members were introduced.

Action Required
June 11, 2019 Minutes

ACTION: Keith Reynolds motioned, Gregg Potter seconded and all approved the June 11, 2019 minutes.

August 1, 2019 Special Board Minutes

ACTION: John MacDonald motioned, Laurie Hackett seconded and all approved the Special August 1, 2019 Minutes as presented. Janice Komisor abstained.

2019-2020 Finance Reports

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

ACTION: Stephen Patterson motioned, Mark Erickson seconded and all approved the Finance Report for Program Year 2019-2020.

Supportive Services Policy

Nancy Dischinat reported on revisions to the Supportive Services/Incentives/Needs-Related Payments/Stipend Policy including changes highlighted in red:

Applicability:

This policy applies to WIOA adult and dislocated worker participants receiving individualized career services and training services under Title I of WIOA and **eligible Employment Advancement and Retention Network (EARN) participants.**

PolicySupportive 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, and industry-recognized certifications.

Determination of need will be established during the development of an individual service plan.

The referral to and coordination with outside agencies will be investigated prior to the use of WBLV supportive services funding. **EARN participants with a demonstrated critical individualized need, can receive supplemental incentives for transportation for up to \$2,500, housing assistance up to \$1,200 and childcare assistance up to \$800.00.**

Procedure:

Attached ~~WIOA Supportive Services Guidelines, SCSEP Supportive Services Guidelines~~ WIOA Title I Supportive Services and EARN Supplemental Incentives Procedure.

**WIOA Title I Supportive Services ~~Procedure for Adult and Dislocated Workers~~
and EARN Supplemental Incentives Procedure**

| QUALIFYING ACTIVITIES | SUPPORTIVE SERVICES | DELIVERY METHOD | DURATION |
|---|--|--|----------|
| Retention EARN Participants Only | Peripheral Transportation Expenses up to \$2,500.00 | <u>Payment For:</u> - PA Learner's Permit and PA Driver's License - Driving Lessons - Auto Insurance Premiums* - Car Maintenance and Repairs* - PA Registration and Inspection Fees* (*proof of first person ownership required) | |

| | | | |
|--|--|---|--|
| | Housing Assistance up to \$1,200.00 | Emergency Housing, limited hotel stay until placement plan formulates or shelter(s) able to accommodate Rental Assistance, including but not limited to: one month's rent; security deposit; application fees Utilities Assistance, including but not limited to: shut off notice prevention; security deposit; reactivation fees; initial payment plan support | |
| | Childcare Assistance up to \$800.00 | <u>Payment For:</u> - Registration Fees - Co-payment support for lost job - Additional costs above & beyond Title 20 contribution such as, but not limited to: extended summer costs | |

ACTION: Keith Reynolds motioned, Mark Erickson seconded, and all approved the Supportive Services Policy revision as presented.

2019 High Priority Occupations for Lehigh Valley

Nancy Dischinat reported on the determination process from the PA Department of Labor and Industry for High Priority Occupations, including state-added occupations, approved petitioned occupations and the proposed removal occupations from the list.

ACTION: Connie Kreitz motioned, Janice Komisor seconded, and all approved the 2019 High Priority Occupations for Lehigh Valley as presented.

Youth Reentry Demonstration Project Grant

Nancy Dischinat reported on the Youth Reentry Demonstration Project Grant Application to support youth ages 18-24 who were incarcerated or subject to the criminal justice system.

ACTION: Gregg Potter motioned, Denise Maiatico seconded to proceed with the Youth Reentry Demonstration Grant Application.

City Center Project

This item was tabled.

PA Department of Labor and Industry Grant Request

Nancy Dischinat stated that she would like to submit a request to PA Department of Labor and Industry for resources to support Youth Workforce Centers in high schools.

ACTION: Carol Obando-Derstine motioned, Tim Mulligan seconded to proceed with a grant request to support opening PA CareerLink Youth Workforce Centers in high schools.

PA CareerLink® Lehigh Valley at St. Luke's Sacred Heart Site Certification

Nancy Dischinat reported on the status and certification of the new PA CareerLink® Lehigh Valley satellite at St. Luke's Sacred Heart. It was determined that the new satellite meets the required PA Department of Labor and Industry Certification Criteria and will be certified from June 30, 2019 to June 30, 2020. A press conference and grand opening is in the process of being scheduled. Sharon Scheirer was thanked for her assistance.

ACTION: John MacDonald motioned, Mike Woodland seconded, Sharon Scheirer abstained, to approve the new Satellite Certification.

WIOA Multi-Year Regional/Local Plan Modification

Nancy Dischinat updated on the 2019-2010 WIOA Multi-Year Regional/Local Plan Modification showing modest changes and a new methodology for the data section. The plan has been posted on the WBLV website for 30-day public comment beginning August 28, 2019 to September 26, 2019.

Workforce Initiative and New Business

Nancy Dischinat reported on the following:

Special Board meeting held on August 1, 2019 for ProJeCt of Easton. Linking Employment Activities Pre-Release Program (LEAP) update. Press Event for Minimum Wage Increase with two companies confirmed. Lehigh and Northampton County Executives Updates, September 10, 2019. Eastern PA Hiring Expo, September 24, 2019.

Committee Meeting Agendas

The Agendas for Committees were provided.

Other Business/Adjournment

Nancy Dischinat reported that she was invited to be on a conference call with the Governor's Command Center on September 4, 2019. The PA CareerLink® Lehigh Valley has changed their hours of operations to 7:30 am - 5:00 pm every day. Wednesday evening hours have been eliminated.

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