



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING  
TUESDAY, DECEMBER 7, 2021  
8:00 A.M.**

Join Zoom Meeting

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## **AGENDA**

1. **Welcome**
2. **Action Required**
  - Approval of September 14, 2021 WBLV Minutes – ***Attachment 1***
  - Approval of October 27, 2021 Special WBLV Meeting on Youth Proposals – ***Attachment 2***
  - Approval of Audit – ***Presentation by Buckno Lisicky & Co. – Attachment 3***
  - Finance Report, Program Year 2021-2022 - ***Attachment 4***
  - Lehigh Valley Business Education Partnership Dissolution
  - Work-Based Training Policy Revisions– ***Attachment 5***
  - Electronic Signature and Remote Services Policy – ***Attachment 6***

### **Discussion**

- WBLV Board of Directors
- PA CareerLink® Lehigh Valley Easton Employment and Training Center

3. **2021-2024 WIOA Local Plan**
4. **PA CareerLink® Lehigh Valley Workforce System**
5. **Committee Alignment and Strategic Action**
6. **Labor Market Data and Legislative Information**
7. **Other**
8. **Public Comment**
9. **Adjournment**

**Next Meeting: Tuesday, March 8, 2022, 8:00 a.m.**

## **WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, DECEMBER 7, 2021**

The Workforce Board Lehigh Valley (WBLV) Board meeting was held virtually on Tuesday, December 7, 2021, 8:00am.

**Members present:** Danielle Adams, Catherine Bailey, Ann Bieber, Jane Brooks, Catherine Campanaro, Heather Cardona, Mark Erickson, Lorraine Faccenda, Marybeth Ferguson, Jane George, Laurie Hackett, James Irwin, Janice Komisor, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Owen O'Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm, Portia Watkins, David Wolff, Michael Woodland, and Carol Young. **Guests:** Lehigh County Executive Phil Armstrong, Dave Marakovits, Buckno Lisicky & Co., Gregg Hart, PA Department of Labor and Industry, Nathaniel Beckham, PA Department of Labor and Industry, William Reilley, Wendy Schlapp representing Representative Zach Mako, Nancy Wilt representing Representative Peter Schweyer, Megan Beste representing Congresswoman Susan Wild, Anna Stackhouse representing Milou Mackenzie, Larry Melf and Meredith McCarthy, EDSI, Scott French, Cindy Evans and Andrea Tessier from Penn State Lehigh Valley. **Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Venessa Rivera, and PA CareerLink® Lehigh Valley Staff Sue Griffith, Mike Dopkin.

Chair Laurie Hackett welcomed all to the December 7, 2021 Workforce Board Lehigh Valley Board meeting.

### **Action Required**

#### **September 14, 2021 Minutes**

***ACTION: Stephen Patterson motioned, Mark Erickson seconded and all approved the September 14, 2021 minutes as presented. No abstentions.***

#### **Special Board October 27, 2021 Minutes**

***ACTION: Catherine Bailey motioned, Heather Cardona seconded and all approved the Special Board Meeting Minutes of October 27, 2021.***

### **Approval of Audit**

Dave Marakovits from Buckno Lisicky & Co. reviewed the Workforce Board Lehigh Valley Financial and Single Audit Reports for Program Year 2020-2021 including Financial Statements and Supplementary Information, Management's Discussion and Analysis, Basic Financial Statements, Required Supplementary Information, Other Supplementary Information, Agreed Upon Procedures, Other Information, Independent Auditors' Report on Internal Control over Financial Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Independent Auditors' Report on Compliance for each major program and on Internal Controls over Compliance Required by the Uniform Guidance, and Schedule of Findings and Questioned Costs. A finding stated that the WBLV did not expend the required 20% minimum of its fund to provide paid and unpaid work experiences for youth.

***ACTION: Catherine Campanaro motioned, Portia Watkins seconded and all approved the Audit Report for Program Year 2020-2021 as presented. No abstentions.***

### **Finance Reports, Program Year 2021-2022**

Stephen Patterson provided an overview of the WBLV Financial Reports for Program Year July 1, 2021-June 30, 2022 including: Projected Funding Sources and Statements of Projected Revenue. Nancy Dischinat reported on new statewide activities grants funds.

***ACTION: Tim Mulligan motioned, Gregg Potter seconded, and all approved the Financial Reports as presented. No abstentions.***

### **Lehigh Valley Business Education Partnership Dissolution**

Stephen Patterson provided an overview of the Lehigh Valley Business Education Partnership (LVBEP), a 501(c)3 nonprofit subsidiary of the Workforce Board Lehigh Valley. Since LVBEP was not meeting the IRS public support threshold as a 501(c)3 entity, and during the June 2018 meeting the Board approved to dissolve the LVBEP as a non-profit organization. The Business Education Committee, will be maintained as a Committee of WBLV. As part of the dissolution process, the Workforce Board must give their written consent to liquidate and dissolve the Business Education Partnership 501(c)3 entity.

***ACTION: Stephen Patterson made a motion to ratify the Action taken by the Board at its June 12, 2018 meeting, during which the Board approved to dissolve the LVBEP, Sharon Scheirer seconded, and all approved to ratify the dissolution of the Lehigh Valley Business Education Partnership 501(c)3 as an entity. No abstentions.***

### **Work-Based Training Policy Revisions**

Nancy Dischinat reported on revisions to Work-Based Training Policy as follows: On-the-Job Training (OJT) shall not exceed \$12,000.00 and will last no longer than a maximum of six (6) months. Paid Work Experience will not exceed **28 hours per week** and participants will be paid, through WBLV, a minimum of **\$10.35 \$12.00** per hour. Incumbent Worker Training is a work-based opportunity that can be made available to employers in the Lehigh Valley.

***ACTION: Mark Erickson motioned, Debi Rice seconded and all approved the revisions to the Work-Based Training Policy as presented. No abstentions.***

### **Electronic Signature and Remote Services Policy**

Nancy Dischinat reported on a new Electronic Signature and Remote Services Policy that allows for WBLV sub-recipients, and provide staff in the PA CareerLink® Lehigh Valley to utilize electronic signatures in the execution of contracts and provisions of PA CareerLink® Lehigh Valley one-stop services. The policy also addresses the use of electronic timesheets for paid work experiences and the protection of Personally Identifiable Information (PII).

***ACTION: Denise Maiatico motioned, Danielle Adams seconded and all approved the New Electronic Signature and Remote Services Policy as presented. No abstentions.***

### **Discussion**

#### **WBLV Board of Directors**

As reviewed with the CEOs on November 18, 2021, WBLV Board attendance was discussed per our By-Laws that state “*should a Director have three absences within a fiscal year, they shall be consider as having defacto resigned and the CEO who appointed the Director shall be informed so that they may appoint an individual to fill the vacancy.*”

#### **PA CareerLink® Lehigh Valley Easton Employment and Training Center**

Nancy Dischinat reported that the Easton Satellite office building is schedule to be razed; therefore, WBLV will be looking at a new location in Easton.

### **2021-2024 WIOA Local Plan**

The PA Department of Labor and Industry approved our Workforce Board Local Plan on September 20, 2021 and the plan is posted on our website. Our next step is to place accomplishments and strategies to present at Board meetings, and showing alignment with the County Executives’ Goals/Strategies.

### **PA CareerLink® Lehigh Valley Workforce System**

Mike Dopkin updated the Board on the Bureau of Workforce Partnership and Operations Workforce System 1<sup>st</sup> quarter activities including Veterans, Trade Act Follow-up and Reemployment Services and Eligibility Assessment, and Sue Griffith reported on the PA CareerLink® Lehigh Valley Workforce System Snapshot 1<sup>st</sup> quarter including Educational Data Systems, Inc. (EDSI) WIOA, Youth and EARN, special grants, customer participation and number of customers engaged with PA CareerLink® Lehigh Valley satellite locations, and also reported on the 2022 Summer Jobs Programs. Larry Melf provided update on Title I WIOA, EARN, Out-of-School Youth Contracted Performance Summary. Nanse Wolfington provided and update on the Monitoring and Compliance first quarter outcomes, and Nancy Dischinat reported on the piloted platform called SkillUp Lehigh Valley Metrix E-Learning System, Social Media, 15 seconds ads on WFMZ.

### **Committee Alignment and Strategic Action**

Reports were made on: Kiosks in schools; Engage Employer Roundtables; Chamber Economic Outlook on January 25, 2022; Employer Roundtable with Congresswoman Susan Wild on December 15, 2021; Lehigh Valley Talent Supply Study; and Century Promise Industry Coordinator.

### **Labor Market Data and Legislative Information**

Gina Kormanik provided updates on Federal/State Policy and the Lehigh Valley Workforce Data.

### **Other**

Chair Laurie Hackett opened the floor for any committee reports.

### **Public Comments**

Chair Laurie Hackett opened the floor for any public comments. No public comments were received.

### **Adjournment**

With no further business, Stephen Patterson motioned, Catherine Bailey seconded and all approved the meeting adjournment at 9:22am.

**SPECIAL MEETING WORKFORCE BOARD LEHIGH VALLEY  
WEDNESDAY, OCTOBER 27, 2021**

The Special Meeting of Workforce Board Lehigh Valley was held virtually on Wednesday, October 27, 2021 at 10:00am.

**Members present:** Danielle Adams, Paul Anthony, Catherine Bailey, Ann Bieber, Jane Brooks, Heather Cardona, Lorraine Faccenda, Jane George, Laurie Hackett, James Irwin, Janice Komisor, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Owen O’Neil, Gregg Potter, Morten Rasmussen, Debi Rice, Sharon Scheirer, Portia Watkins, David Wolff, Michael Woodland, and Carol Young. **Guests:** Robert Pisko, PA Department of Labor & Industry, Phillips Armstrong, Lehigh County Executive, Sue Griffith, Alex Miller, Sarah Lutz, PA CareerLink® Lehigh Valley staff. **WBLV Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Nancy Wolfington, Ilya Picca, and Venessa Rivera.

Chair Laurie Hackett welcomed all to the October 27, 2021 Special Workforce Board Lehigh Valley meeting, the purpose of which was to discuss and approve proposals for the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth and Temporary Assistance for Needy Families (TANF) In-School Youth Programs.

Nancy Dischinat presented the Request for Proposal Process and Review Committee, including public notices, bidder’s conferences, Request for Proposal Options under WIOA and TANF, proposals received, Review Committee members and proposal rating procedure.

**Action Required**

Nancy Dischinat reviewed the Program Design Summaries for Options#1 through Option #4 of the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Programs as follows:

- **WIOA Option #1: Out-of-School Youth (OSY) Recruitment.**  
No Proposal submitted for WIOA Option #1.
- **WIOA Option #2: High School Credentials (GED) for High School Dropouts.**

**Lehigh Carbon Community College**

The High Impact GED, Education and Employment Readiness (HI GEER) Program will provide employability and transition wraparound services for 15 WIOA Title I eligible Out- of-School Youth (OSY) also engaged as GED students in LCCC’s Career Pathways Adult Literacy Program. Participants will be recruited through LCCC’s GED Program and the community. Recruitment will be aggressive with proactive engagement of prospective clients. The process for recruitment, eligibility determination, assessments, and enrollment will be swift and allow students to begin within two-three weeks after first contact.

HI GEER will supplement GED instruction and focuses on personal and employability skills development. The full-time Navigator and part-time Coach will act as goal attainment concierges guiding students to successful outcomes. As students approach GED attainment, coaching shifts to transition and involves actions necessary to secure a job or advance in education. A paid work experience will give individuals seeking employment a chance to gain skills, build resumes, and connect to employers. Exit from the program will occur after participants have received their GED and obtained employment or enrolled in postsecondary education/training. After exit, the HI GEER Navigator will be in regular contact with participants to track progress and provide ongoing support for continued success.

***ACTION: Catherine Bailey motioned, Tim Mulligan seconded, and all approved Lehigh Carbon Community College for WIOA Option #2, High School Credentials (GED) for High School Dropouts to move forward with contract negotiations, based on funding availability. Abstentions made by Ann Bieber, Denise Maiatico, and Janice Komisor.***

#### **ProJeCt of Easton**

ProJeCt's Success Academy will provide a comprehensive system of educational, economic and social support to youth who make a commitment to improving their future. ProJeCt will leverage resources of their Success Academy to provide academic instruction as well as personalized one-on-one case management support for out-of-school youth and also leverage ProJeCt's Safety Net programs providing emergency economic support as needed.

ProJeCt will provide focused, intensive academic instruction and support to 15 youth ages 17-24 with the goal of obtaining a GED and putting them onto a specific career pathway. ProJeCt will provide priority access to ProJeCt's system of high-quality, evidence-based services, as well as assisting participants in navigating a complex system of community resources. Participants will have access to all of ProJeCt's services free of charge.

***ACTION: David Wolff motioned, Gregg Potter seconded, and all approved ProJeCt of Easton for WIOA Option #2, High School Credentials (GED) for High School Dropouts to move forward with contract negotiations, based on funding availability. Abstention made by Janice Komisor.***

- **WIOA Option #3: Attainment of a Post-Secondary Credential including a Technical Certificate**

#### **Northampton Community College**

Northampton Community College's Center for College and Career Readiness proposes to serve 20 out-of-school youth ages 18-24 by providing education and training in the medical secretary field. The program will consist of two distinct components: 1) Academic Foundation Skills and 2) Medical Secretary ITA and Workplace Skills.

NCC staff will conduct outreach and recruit students through collaboration with community partners. Case management will be available from enrollment until 12 months after program completion. Upon successful completion of the program, participants will receive four industry-recognized credentials: Ice House Student Success Entrepreneurship Certificate; Medical Secretary Certificate; Adult Mental Health First Aid Certification; and American Heart Association First Aid/CPR/AED Certification. Participants will also receive one free three-credit elective course to one of four Associate in Applied Sciences degree programs.

***ACTION: Portia Watkins motioned, Joseph Kovalchik seconded, and all approved Northampton Community College for WIOA Option #3, Attainment of a Post-Secondary Credential Including a Technical Certificate to move forward with contract negotiations, based on funding availability. Abstentions made by Debi Rice, Catherine Bailey, Denise Maiatico, Heather Cordona, and Morten Rasmussen.***

#### **Nupaths, LLC**

This proposal was not recommended for approval by the Review Committee.

#### **WIOA Option #4: Expanding Services**

#### **Educational Data Systems, Inc. (EDSI)**

EDSI will provide comprehensive WIOA services to 150 new Out-of-School Youth (OSY) in addition to any carryover OSY from the prior program year. Youth will be recruited by leveraging community partners as referral pipelines, sourcing youth from existing data in CWDS, and dual enrolling eligible participants from other programs when appropriate.

The program will feature recruitment goals from our community-embedded PA CareerLink® staff positions and two staff devoted to school district and college outreach for young adults. The program will offer them the tools and resources necessary to maximize their career launch and earning potential.

An Intake Specialist will coordinate eligibility, and staff will guide youth through a full menu of services including orientation, assessment, a career pathway plan, work experience, employability skills, short-term training, unsubsidized employment, and caring follow-up.

EDSI will utilize existing relationships with employers to provide at least 25 paid Work Experiences, five On-the-Job Training experiences, 10 training enrollments, and achieve at least 72% exit outcomes of employment or postsecondary education.

***ACTION: Jane Brooks motioned, Joseph Kovalchik seconded, and all approved Educational Data Systems, Inc. (EDSI) for WIOA Option #4, Expanding Services to move forward with contract negotiations, based on funding availability. No abstentions.***

Nancy Dischinat reviewed the Program Design Summaries for Options#1 through Option #4 of the Temporary Assistance for Needy Families In-School Youth Programs as follows:

- **TANF Option #1: Dual Enrollment/Early College**  
One Proposal submitted by Penn State Lehigh Valley. Penn State withdrew Proposal prior to review.
- **TANF Option #2: Summer Jobs Program for Youth Ages 16-21**

**Educational Data Systems, Inc. (EDSI)**

EDSI will provide comprehensive employment services to 40 Youth receiving TANF or eligible for TANF for a 10-month Summer Jobs program. Eligibility will be determined through an online application process overseen by the Workforce Career Coordinator. From June 2022 through August 2022, Summer Youth participants will participate in job readiness workshops, career exploration exercises, and then complete an eight-week paid work experience in a position that corresponds to their interests and skills. Youth will be recruited from TANF Youth programs, community partners, and relationships with Lehigh Valley school districts.

Many internships will focus on the healthcare and IT industries. Program design will include: Recruitment, enrollment, placement; Onboarding and Orientation; Work Readiness Assessments; Work Experience; Job Shadowing; Employability Skills Training; Financial Literacy; Career

Pathway Planning; Individual Service Strategy; Leadership Training; Individualized Job Development; Entrepreneurial Training; Professional Resume Writing; Interview Skills Training; Weekly Work Site Visits; Weekly Timesheet Coordination; Program Retention Oversight; Supportive Services; Intensive Case Management, including referrals to Behavioral Health Advocate at St. Luke's.

***ACTION: Tim Mulligan motioned, David Wolff seconded, and all approved Educational Data Systems, Inc. (EDSI) for TANF Option #2, Summer Jobs Program for Youth Ages 16-21 to move forward with contract negotiations, based on funding availability. No abstentions.***

- **TANF Option #3: CareerLinking Academy College and Career Awareness Program**

**St. Luke's Hospital**

St. Luke's CareerLinking Academy will combine observational learning experiences, professional development sessions, and field trips focusing on exposure to health care careers with job readiness training. The program will serve 15 middle school students in the Allentown School District, targeting 8th graders from Raub Middle School.

The program will include health care presentations from professionals working at St. Luke's Hospital, field trips to the hospital to take tours of different work areas, tours to local colleges and community colleges and professional development sessions. Currently St. Luke's employs two staff members who work at Raub Middle School, a Community School Coordinator (CSC) and an After-School Coordinator (ASC). St. Luke's Community Health Liaison Manager will work with the CSC and ASC to identify qualified students to participate in the program.

Program performance measures include exposing youth to options for their future and providing educational sessions on employability, resume writing, financial literacy, measurable participant outcomes include youth being able to identify possible health care careers, identify parts of a resume, and understand the skills needed to seek, apply for, obtain and keep a job.

***ACTION: Catherine Bailey motioned, Gregg Potter seconded, and all approved St. Luke's Hospital for TANF Option #3, CareerLinking Academy College and Career Awareness Program to move forward with contract negotiations, based on funding availability. Abstentions made by Sharon Scheirer and Heather Cardona.***

- **TANF Option #4 – After School Expanded Services/Program**

**Communities In Schools of Eastern Pennsylvania, Inc.**

Communities In Schools of Eastern PA, Inc. (CIS) will establish Expanded Career Services in two high school sites serving 50 juniors and seniors. The goals of the program is to increase work readiness, overall knowledge about careers and career pathways, assist students in understanding their own talents, skills and interests, provide employability skills training, assist in resume writing interview skills and provide students with quality work experiences that will prepare them for their next step after high school.

Every student will participate in a paid work experiences, job shadowing experiences, or internships. CIS will also monitor job performance and work with employers to support student success in the job. CIS will provide tutoring and homework help, case management, social emotion supports, financial literacy, and incentives. By the end of the program, every student will have a career plan with steps and activities associated with goal attainment.

The program will operate during the school year, September-June. CIS will continue to monitor completion of work experiences into the summer months.

***ACTION: John MacDonald motioned, Janice Komisor seconded, and all approved Communities In Schools of Eastern Pennsylvania, Inc. for TANF Option #4, After School Expanded Services Program to move forward with contract negotiations, based on funding availability. Abstention made by Tim Mulligan.***

**Educational Data Systems, Inc. (EDSI)**

EDSI will enroll 30 juniors and seniors receiving TANF or eligible for TANF. The program will include case management, assessments, Individual Employment Plan (IEP) and career pathways plans, paid internships, unsubsidized employment or post-secondary placement, and follow-up services. Services will be offered in-person at the high school(s), at employer worksite locations, as well as virtually when appropriate and required.

Youth will be provided engaging, formative work experiences for 30 youth for 15 to 20 hours per week. By sharing staff and program elements by linking resources and relationships to our PA CareerLink® programs and discretionary grants, our design maximizes Integrated Service Delivery and benefits from efficiencies and leveraged employee relationships.



***ACTION: Denise Maiatico motioned, Michael Woodland seconded, and all approved Educational Data Systems, Inc. for TANF Option #4, After School Expanded Services Program to move forward with contract negotiations, based on funding availability. No Abstentions.***

**St. Luke's Hospital**

The St. Luke's Health Career Exploration Program will combine job readiness skills training and subsidized work experiences in the healthcare setting. The program will serve 30 in-school youth from Bethlehem Area School District (BASD) and Allentown School District (ASD).

St. Luke's will collaborate with departments or facilities affiliated with the hospital to provide work experience. This component is designed to provide exposure to health-related careers while enhancing employability skills to increase job-seeking and job-keeping skills in youth. Under this component, participants will work 12 to 15 hours per week, totaling 420 hours between November 8, 2021 through June 30, 2022.

The program will provide professional development sessions will strengthen youth employability skills. Topics include but are not limited to: professional growth; resume, interview, and leadership skills; financial literacy; entrepreneurial skills; online job applications; college applications; and financial aid applications. Program staff will work with the students to explore post-high school education/career options and learn/reinforce job-seeking and job-keeping skills.

The case management services component that in this program will provide one-to-one services to address barriers participants may have during program participation and follow-up period.

***ACTION: Joseph Kovalchik motioned, Portia Watkins seconded, and all approved St. Luke's Hospital for TANF Option #4, After School Expanded Services Program to move forward with contract negotiations, based on funding availability. Abstentions made by Sharon Scheirer and Heather Cardona.***

**Other Business:**

No other business were received.

**Public Comments**

Chair Hackett opened the floor for public comments. No public comments were received.

**Adjournment**

With no further business, Janice Komisor motioned, Tim Mulligan seconded and the meeting was adjourned at 10:38 am.