



LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC.

**JUNE 16 2009
MINUTES**

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, June 16, 2009 at 7:30am at Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, Allentown.

Committee Members present: Bert Daday, Dan Farrell, Vito Gallo, Kelly Gould, Armand Greco, Clyde Hornberger, Alan Jennings, John MacDonald, John Mehler, Kelly Meyer, Phil Mitman, Mike Moorehead, Ed Murray, Lisa Nesbitt, Bill Newhard, Sharon Scheirer, Art Scott, Don Snyder, Michael Stershic, Sis-Obed Torres, David Vaida, Rick Walters, Mary Anne Wright and Ed Zale.

Committee Members absent: Adriana DeFrancisco, Todd Donnelly, Robert Episcopo, Eugene Ervin, Marta Gabriel, Sally Gammon, Mary Kay Grim, Patricia Hartwell, Drew Lewis, Ross Marcus, Steve Morrow, Jack Pfunder, Gregg Potter, Peter Rittenhouse, Wanda Sule, Marc Troutman, Mary Ellyn Voden, and Carol Young.

Secretary/Treasurer Kelly Meyer welcomed all and introduced Mike Stershic a new LVWIB Board member.

Chair Ervin called for a motion to approve the December 16, 2008 Board minutes, Kelly Gould made a motion, Clyde Hornberger seconded. All approved, motion passed.

Action Items

Kelly Meyer presented the following action items that were sent by email and provided in their meeting packets:

- a. March 17, 2009 Minutes. Armand Greco made a motion, Sharon Scheirer seconded. All approved, motion passed.
- b. Nancy Dischinat presented the Work Readiness Attainment Rating Sheet for approval as recommended by Youth and Executive Committee. Kelly Gould motioned, John Mehler seconded. All approved, motion passed.
- c. Kelly Meyer presented the Financial Statements for July 1, 2008 to June 30, 2009, which were approved by the Finance and Executive Committee. He also reported that a clean audit was with no findings received from the auditors. Kelly Meyer also presented the Projected Revenue and Spending Plan for Program Year 2009. Armand Greco motioned, Ed Zale seconded. All approved Finance Statements and Projected Revenue Spending Plan for Program Year 2009.
- d. Nancy Dischinat reported on the ARRA Policies for Youth. These were approved by Youth Council and Executive Committee:

**American Recovery and Reinvestment Act (ARRA) of 2009
Enrollment Policy for Youth Classroom Programs**

At least 80 percent of the planned number of youth specified in a contract should be enrolled in the program two weeks prior to the start date of the program.

If 80 percent of the planned number of youth specified in a contract are not enrolled two weeks prior to the start date of the program, the program may be cancelled and the program start up costs will be reimbursed to the Contractor.

**American Recovery and Reinvestment Act (ARRA) of 2009
Youth Work Readiness Policy**

The Lehigh Valley Workforce Investment Board, Inc. requires every young adult receiving service under ARRA between the ages of 14-24 to participate in work readiness activities. Pre and Post-tests will be administered to document measurable gains in work readiness.

**American Recovery and Reinvestment Act (ARRA) of 2009
Youth Payment Policy**

The Lehigh Valley Workforce Investment Board, Inc. requires every young adult receiving services under ARRA between the ages of 14-24 enrolled in a work experience activity will be paid a taxable wage of \$7.25 per hour for each hour of work.

Any youth enrolled in an academic enrichment, career awareness, basic and occupational skills training or work readiness will receive a non-taxable stipend of \$7.25 for each hour of participation.

**American Recovery and Reinvestment Act (ARRA) of 2009
Youth Probationary Policy**

Youth ages 14-24 must complete the first week of scheduled activities to continue in the program and receive payment for their participation.

ACTION: The Youth Payment Policy will be effective as of June 15, 2009. Kelly Gould motioned, John Mehler seconded. All approved the ARRA Policies for Youth, June 16, 2009. Motion passed.

- e. The WIA Policies for Youth were reviewed.

**Workforce Investment Act (WIA) of 1998
Enrollment Policy for Youth Classroom Programs**

At least 80 percent of the planned number of youth specified in a contract should be enrolled in the program two weeks prior to the start date of the program.

If 80 percent of the planned number of youth specified in a contract are not enrolled two weeks prior to the start date of the program, the program may be cancelled and the program start up costs will be reimbursed to the Contractor.

**Workforce Investment Act (WIA) of 1998
Youth Work Readiness Policy**

The Lehigh Valley Workforce Investment Board, Inc. requires every young adult receiving service under WIA between the ages of 14-21 to participate in work readiness activities. Pre and Post-tests will be administered to document measurable gains in work readiness.

**Workforce Investment Act (WIA) of 1998
Youth Payment Policy**

The Lehigh Valley Workforce Investment Board, Inc. requires every young adult receiving services under WIA between the ages of 14-21 enrolled in a work experience activity will be paid a taxable wage of \$7.25 per hour for each hour of work.

Any Workforce Investment Act (WIA) youth between the ages of 14-21 enrolled in an academic enrichment, career awareness, basic and occupational skills training or work readiness will receive a non-taxable stipend of \$7.25 for each hour of participation.

ACTION: Clyde Hornberger motioned, Art Scott seconded, and all approved the WIA Policies for Youth, June 16, 2009. Motion passed.

- f. Nancy Dischinat presented the WIA Policies under Priority of Service for Adults, Veterans and Eligible Spouses and Dislocated Workers Support Payment Policy.

**Workforce Investment Act (WIA) of 1998
Priority of Service Policy for Adults, Veterans and Eligible Spouses**

All adults, veterans and eligible spouses are eligible for core services. All adults, veterans and eligible spouses meeting 235% of the poverty income level are eligible for intensive and training services. If funds are limited, LVWIB Board approval will be required to decrease the poverty income level established by the LVWIB for adults. Any decrease in the poverty income level established by the LVWIB will not affect veterans and eligible spouses.

**Workforce Investment Act (WIA) of 1998
Dislocated Workers Support Payments Policy**

Effective May 4, 2009 to June 30, 2009, based on availability of funds Dislocated Workers enrolled in a workforce investment act (WIA) funded occupational skills training program may receive \$100 for each day of instructional training.

ACTION: John Mehler motioned, Mike Moorehead seconded. All approved WIA Policies, June 16, 2009. Motion passed.

American Recovery and Reinvestment Act Update

Nancy Dischinat gave an American Recovery and Reinvestment Act Update. The LVWIB Recovery Act Implementation Plan will be placed on the website to ensure transparency under ARRA. Nancy reviewed the LVWIB Recovery Act Implementation Plan word-by-word with the Board. Board members discussed segments of the Plan and gave suggestions for clarity. Ed Zale mentioned that the state is interested in the cost per youth served under ARRA. Nancy reiterated that all ARRA expenses must be tracked separately.

ACTION: Vito Gallo motioned, Bert Daday seconded, and all approved the LVWIB Recovery Act Implementation Plan as stated.

LVWIB Committee Reports

Marketing Committee – Kelly Gould reported on the Marketing Committee initiatives, especially related to CareerFORCE including concert sponsorship, bust posters and shelters, flyers, newspaper ads, banner, business cards, press conferences and more. She also mentioned the Here to Help Day occurring on June 17, 2009.

Access Committee – Sharon Scheirer reported on Access Committee activities, such as On Board Newsletter and the Community Action Committee of Lehigh Valley grant funding received by the LVWIB. Sharon asked that the minutes reflect gratitude to Alan Jennings.

Industry Committee – Gina Kormanik gave a report on behalf of the Industry Committee. She reported that the Industry Committee met on May 22, 2009 with Dr. Bob Garraty, Executive Director of the PA Workforce Board, attended the meeting and reviewed with the Committee's private sector members Governor Rendell's press release on the importance of Industry Partnerships.

For new WIB members, Industry Partnerships are a statewide initiative that bring together employers in the same industry cluster to address common workforce needs and provide training for incumbent workers. The Governor's budget for 2009-2010 proposed over \$16 million for industry partnerships, however, the senate budget bill zeroed out all funding for this initiative. Employers are not urging legislators to restore industry partnership funding to the Governor's budget levels.

Gina Kormanik reported that currently there are five industry partnerships active in the Lehigh Valley: Healthcare, Diversified Manufacturing, Logistics and Transportation, Food and Beverage and Financial/Business Services/information Technology.

Gina Kormanik stated that since the Industry Partnership program began, the LVWIB has received almost 44 million in funding for employers, more than 7,000 workers have received training, and more than 170 companies have participated in Lehigh Valley partnerships. Our outcomes have added to the statewide success of this program: There are 76 partnerships representing every county in PA, over 70,000 workers have benefitted from training, and more than 6,300 businesses meet regularly across the state to solve workforce related issues.

Gina Kormanik reported that for the upcoming fiscal year, LVWIB is applying for continuation worker training grants for: Healthcare, Diversified Manufacturing and Logistics and Transportation; will continue to collaborate with the Montgomery County WIB for the Food and Beverage industry and the Financial Services incumbent worker training grant continues until November 30, 2009. This is part of the \$15 million Northeast PA Wall Street West/WIRED Federal initiative, which ends this calendar year.

Some of the structural changes for the upcoming fiscal year for industry partnership grants are: grant requests have been reduced from \$300,000 to \$200,000 maximum for worker training and reduced from \$85,000 to \$65,000 for development of industry partnerships.

We bring before the Board a request to apply for an industry partnership development grant for the Energy industry sector. This grant will assist us in the analysis of the Energy sector in the Lehigh Valley in order to identify it as a targeted industry cluster, and will assess and determine workforce and training needs of this cluster.

Based on a recommendation from the Industry Committee, Gina asked for a motion to pursue the Energy Grant. Sis-Obed Torres motioned, John Mehler seconded, all approved. Motion passed.

Youth Council Committee

Clyde Hornberger gave a report on the Youth Council including the Innovative Summer Youth Programs for Request for Proposals under American Recovery and Reinvestment Act. These RFP's were previously approved by the Board.

Governance/Executive Committee

Nancy Dischinat reported on behalf of the Governance and Executive Committees that there might be a second federal stimulus bill. She mentioned that a representative from the Mellon Foundation in Pittsburgh visited the Lehigh Valley and LVWIB to understand how workforce development works with education and with economic development. Employers were visited, such as B. Braun and Lehigh Valley Health Network; educators such as Lehigh Career and Technical Institute; and, economic development such as Lehigh Valley Economic Development Corporation.

Nancy Dischinat also reported on the continuation negotiations with the Greater Lehigh Valley Chamber of Commerce and Lehigh Valley Economic Development Corporation.

Meeting adjourned at 8:55 am.

Jun09 Minutes