

LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC.

DECEMBER 14, 2010 MINUTES

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, December 14, 2010 at 7:30am at Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, Allentown.

Committee Members present: Patrick Clasen, Diane Cunningham, Todd Donnelly, Edward Easterly, Robert Episcopo, Eugene Ervin, Dan Farrell, Vito Gallo, Jane George, Armand Greco, Patricia Hartwell, Tony Iannelli, Alan Jennings, A.J. Lemheney, John MacDonald, John Mehler, Phil Mitman, Mike Moorehead, Ed Murray, Lisa Nesbitt, Jack Pfunder, Gregg Potter, Art Scott, Don Snyder, Michael Stershic, Rick Walters, Mary Anne Wright and Ed Zale. Guests present: Dr. Gerald Zahorchak, Allentown School District; Samuel Tate and parents, Southern Lehigh High School, Donna Pavlovic, Lehigh Career and Technical Institute, Elizabeth Anton, Lehigh Valley Health Network, Frank Thompson, Executive Director of Northern Tier Workforce Investment Board and Matt Recker representing State Representative Joe Brennan. Staff present: Nancy Dischinat, Esther Wenck, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Cindy Evans, Rose Ann Kisilewicz and Robert Wendt.

Chair Eugene Ervin welcomed all.

A.J. Lemheney of Lehigh Valley Health Network presented the Lehigh Valley Workforce Investment Board, Inc. Healthcare Hero Essay plaque and other awards to Samuel Tate of Southern Lehigh High School. His parents, Donna Pavlovic of Lehigh Career and Technical Institute and Elizabeth Anton of Lehigh Valley Health Network were in attendance.

Chair Ervin introduced Dr. Gerald Zahorchak, Allentown School District Superintendent who presented his strategy and plans for the District by 2014, including addressing the dropout rate, increasing advanced placement course participation and credits, increasing dual enrollment programs, double enrollment at Lehigh Career and Technical Institute, high priority occupation apprenticeship programs between Lehigh Career and Technical Institute, Lehigh Carbon Community College and Allentown School District providing a continuum of opportunities for students. Dr. Zahorchak also discussed the newly-awarded U.S. Department of Education grant to Allentown School District to establish CareerFORCE Centers at William Allen and Dieruff High Schools.

ACTION REQUIRED

Minutes

RESULTING ACTION: The minutes of the September 28, 2010 Board meeting was motioned by Mike Stershic, seconded by Ed Zale, all approved.

Financial Statements

Kelly Meyer presented the Financial Statements including Summary of Revenue Changes as of November 24, 2010, Statement of Revenue vs. Spending Plan by Funding Source for the period of July 1, 2010 to June 30, 2011, Projected Spending Plan by Account Statement for the period of July 1, 2010 to June 30, 2011, Projected Spending Plan by Account and Functions Statement and Expenditures by Account and Function for the period of July 1, 2010 to June 30, 2011.

RESULTING ACTION: Don Snyder motioned, John Mehler seconded, all approved the Financial Statements as presented.

PA CareerLinking Academy Proposals

Cindy Evans presented the CareerLinking Academy Proposals which were approved by the Youth Council and Executive Committee in ranked order to be implemented based on funding availability.

RESULTING ACTION: Gregg Dowty motioned, John Mehler seconded, discussion regarding availability of funds and negotiations with vendors to ensure correct allocation of funds, all approved the PA CareerLinking Academy Proposals in ranked order to be implemented based on funding availability. Don Snyder abstained.

WIA Childcare Policy

Esther Wenck presented the WIA Childcare Supportive Service Policy and Procedure for discussion and approval which was approved by the Executive Committee.

RESULTING ACTION: Phil Mitman motioned, John Mehler seconded, discussion regarding state licensing, all approved the WIA Childcare Policy as presented.

Pathways to Green Jobs Policy

Esther Wenck presented revisions to the Pathways to Green Jobs Policy, item 9 which was approved by the Executive Committee, as follows:

Supportive services may be provided based on funding availability and determination of need:

- a. Reasonable childcare costs by Pennsylvania State certified childcare providers
- b. Transportation such as bus passes, gas cards, and other transportation support
- c. Training support payments at \$9.00 an hour for required training unless employed 30 hours or more a week
- d. Other support services as appropriate

RESULTING ACTION: Kelly Meyer motioned, Gregg Dowty seconded, all approved the revisions to the Pathways to Green Jobs Policy.

Esther Wenck requested that the minutes reflect that the Pathways to Green Jobs Drug and Alcohol Policy has been revised to include procedures for a staff person to accompany an individual to the testing site and driven to his/her home.

Esther Wenck requested that the minutes reflect that there was an electronic vote first by the Executive Committee on November 5, 2010 and then by the Full Board on November 12, 2010 regarding our Request for Proposal for Accelerated Occupational Training under the grant. Both the Executive and Full Board each approved by a majority vote of training programs by Northampton Community College, Lehigh Career and Technical Institute and Career Institute of Technology, since they met the minimum scoring criteria for successful proposals. The approval of these programs by electronic vote was necessary to implement the programs in a timely manner.

Esther Wenck presented the Pathways to Green Jobs Fast Facts and demographics, including enrollment, training services, among others.

Nominations of Slate of Board Officers

Tony Iannelli presented the Lehigh Valley Workforce Investment Board, Inc. Slate of Board Officers for a two-year term January 1, 2011 to December 31, 2012. He nominated the following for Officers of the Lehigh Valley Workforce Investment Board, Inc.: Eugene Ervin from Air Products and Chemicals, Chair; Victor (Kelly) Meyer from Concannon, Miller, Vice Chair and David Vaida from Law Office of David Vaida, Secretary/Treasurer.

RESULTING ACTION: Tony Iannelli motioned, Mike Moorehead seconded, all approved the Slate of Officers as presented.

Resource Snapshot and Training Outcomes

Nancy Dischinat presented Resource Snapshot and Training Outcomes (7-1-09 to 11-30-10) for the American Recovery and Reinvestment Act (ARRA) showing completed grants or fully obligated funding streams. The Resource Snapshot will be placed under the Finance Committee's responsibilities.

She also reported on the LVWIB's strategy to raise the community's academic level and efforts focused on training at community colleges, including the process of looking at Individual Training Account (ITA) outcomes. Discussion included formatting outcomes for both WIA and ARRA.

Strategic Workforce Initiatives

Gina Kormanik reviewed the Strategic Workforce Initiatives document provided to the Board as an update, in lieu of a newsletter which is in a transition phase. Highlighted items included the \$1.1 million YouthBuild grant proposal and Alan Jennings of the Community Action Committee of the Lehigh Valley was thanked for providing grant assistance through Ryan Champlin to help write the YouthBuild grant.

Monitoring Report

Rose Ann Kisilewicz reported on the Monitoring Report for Program Year 2009 and the Youth Monitoring Report for Program Year 2010 which was sent to the committee in advance for review and information. Areas of concern and corrective action plans highlighted in these reports have been discussed in committee.

COMMITTEE REPORTS*Marketing Committee*

Mike Moorehead presented the Marketing Committee report from the meeting held November 5, 2010. He reported on the Arts Quest Photo Documentary Project and using photos for LVWIB success stories and Annual Report. Other topics included designing a WIB certificate and the process for LVWIB newsletter. The Committee discussed the New Face of the Unemployed.

Industry Committee

Pat Hartwell gave an update on the Industry Committee report from the November 12, 2010 meeting including an update on Industry Partnership state legislation; Lehigh Valley Workforce Investment Board, Inc.'s new CareerFORCE Centers being implemented at Allentown School District's two high schools; the current CareerLinking Academy Request for Proposals; B. Braun Medical's career awareness program with Catasauqua High School; Lehigh Valley Workforce Investment Board, Inc. Strategic Plan Goals #1 and #2 and the Committee's continued work on the objectives and proposed action under these Goals; and the PA Center for Advanced

Manufacturing Careers Report on critical shortages in Precision Machining and Industrial Maintenance.

Phil Mitman gave a report of Lehigh Valley Economic Development Corporation (LVEDC) activities, including current work with 13 potentially relocating companies equaling 1,250 potential jobs and LVEDC's connection with banking partners. LVEDC reports positive signs for Lehigh Valley's economic development growth.

Executive Committee

Eugene Ervin gave the Executive Committee report from the December 9, 2010 meeting, including that the committee will be looking for updates from our workforce partners, such as LVEDC to continue to strengthen the strategic partnership between workforce development and economic development. The Executive Committee is also revisiting the frequency and timing of its meetings, since there is an increasing amount of strategic issues, grants and other workforce with which initiatives the Board is charged.

Youth Council

Gregg Dowty gave a report from the Youth Council meeting of December 3, 2010. The Youth Council welcomed new appointee, Maggie Hadinger, Manager of Student Affairs and Admissions, Lehigh Valley Health Network.

Gregg Dowty reported on CareerFORCE Centers at Allentown School District. The Youth Council is asking for LVWIB Board member participation on a Planning Committee to assist in establishing these centers at Allen and Dieruff High Schools that provide career awareness, career planning, work readiness, and educational connections.

Gregg Dowty also reported that a team of 17 state and local stakeholders including Youth Council members attended a US Department of Labor meeting in Washington, November 30 - December 2, 2010, and met with 120 Career Pathways practitioners and subject matter experts across the U.S. Their goal is to develop a career pathways model for youth, adults and dislocated workers for Pennsylvania.

Marcellus Shale Drilling in Pennsylvania

As requested by the Lehigh Valley Workforce Investment Board, Inc., Esther Wenck introduced Frank Thompson, Executive Director of the Northern Tier Workforce Investment Board who presented Marcellus Shale Drilling in PA. A video illustrating shale drilling process can be found at www.marcellusshalecoalition.org.

Frank presented a PowerPoint outlining the geographic infrastructure, resources, roads/transportation, housing, socio economic and employment workforce development impacts of Marcellus Shale, a huge natural gas energy resource for Pennsylvania. The Board discussed the taxation of extraction issue, a matter being debated at the state level. Drilling a well requires 150 different occupations, 400 workers and 30 subcontractors. Training has begun called Fit 4 Natural Gas, including forklift, CDL, soft skills, safety and other basic skills, from a Career Opportunity Grant. The region has also received a \$5 million grant called Shale NET to include career awareness, education, training, and certifications. Events have included business expos, webinars and municipalities forum.

Meeting adjourned at 9:40 am.