

Pennsylvania

Lehigh Valley Workforce Investment Board, Inc.

LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC.

JUNE 15, 2010

MINUTES

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, June 15, 2010 at 7:30am at Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, Allentown.

Committee Members present: Luis Campos, Patrick Clasen, Diane Cunningham, Gregg Dowty, Edward Easterly, Robert Episcopo, Kelly Gould, Clyde Hornberger, Tony Iannelli, Alan Jennings, John MacDonald, John Mehler, Kelly Meyer, Mike Moorehead, Ed Murray, Jack Pfunder, Gregg Potter, Sharon Scheirer, Don Snyder, Barry Spriggs, Michale Stershick, Rick Walters, Mary Anne Wright and Ed Zale. Guest included: Cindy Feinberg. Staff present: Nancy Dischinat, Esther Wenck, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Cindy Evans, Rose Ann Kisilewicz, Robert Wendt, Jeff Fallacaro, Larry Quintana, and Sheila Persing.

Vice Chair Kelly Meyer welcomed all and made introductions.

ACTION ITEMS

Minutes

Vice Chair Meyer called for a motion to approve the March 23, 2010 Board minutes. Kelly Gould motioned, Jack Pfunder seconded. All approved, motioned passed.

Financial Statements

Vice Chair Meyer reported on Finance Committee meeting which met on June 2, 2010. He reported on the Summary of Revenue Changes as of June 2, 2010 that Jeff Dobeck of Buckno Lisicky reviewed the independent auditor's report for Lehigh Valley Workforce Investment Board, Inc. grants for year ending June 30, 2009. He reported that the audit was clean and reported no deficiencies.

Vice Chair Meyer reported on the Financial statements, including the Summary of Revenue Changes, Statement of Revenue vs. Spending Plan by Funding Source, Projected Spending Plan by Account Statement, Projected Spending Plan by Account and Functions Statement and Expenditures by Account and Function.

Vice Chair Meyer reported that the Executive Committee also reviewed the financials during their June 8th meeting and they recommended approval of the 2010 Spending Plan; however, they also approved the transfer of \$140,000 from deferred revenue to training due to limited training funds. Kelly Meyer and Nancy Dischinat stated that we continue to look for resources to supplement spending plan.

ACTION: Vice Chair Kelly Meyer called for a motion, Tony Iannelli motioned, Mike Moorehead seconded, all approved Spending Plan for Program Year 2010.

Vice Chair Meyer turned it over to Esther Wenck who described the new WorkKeys® Assessment Policy.

WorkKeys® Assessment Policy for Training

Esther Wenck reported that on June 8th, the Executive Committee approved a WorkKeys® Assessment Policy for Training for action by the full board today. She stated that the VWIB has adopted WorkKeys® as a skills assessment and we are using it to ensure that individuals have the skills to be successful in their occupational choice of training. Also, we are using the KeyTrain® which is a learning software, so that individuals can build their skills before taking the WorkKeys® Assessment. Therefore, the Policy we would like to have approved is as follows: *Individuals must obtain the minimum WorkKeys® scores that are aligned with their occupational choice before entering training. Remedial training through KeyTrain® will be offered to participants to achieve minimum WorkKeys® scores.*

ACTION: Esther Wenck called for a motion, Robert Episcopo motioned, John Mehler seconded, all approved the WorkKeys® Assessment Policy for Training.

WIA Training Policy

Esther Wenck reported that the Executive Committee also approved the Workforce Investment Act Training Policy for action by the full board, which includes the direction of resources to Lehigh Valley targeted industry clusters as well as grammatical revisions. Also, added the WorkKeys® assessments Policy for Training to this policy to further integrate WorkKeys® into the Lehigh Valley's workforce system.

ACTION: Esther Wenck called for a motion, Robert Episcopo motioned, Sharon Scheirer Seconded, all approved the revised WIA Training Policy.

AMERICAN RECOVERY AND REINVESTMENT ACT UPDATE

Snapshot of ARRA Funding

Nancy Dischinat reported on the Snapshot of ARRA funding, including updates on Pathways Out of Poverty, Way to Work, Regional Career Education Partnership, Northeast Green Machine, and Community Health Workers, and Full Service Pilot through Community Action Committee of Lehigh Valley.

RCEP challenged by the state to make = provide career awareness dropout prevention do some professional development for educators to understand the labor market in the Lehigh valley.

The Board discussed outcomes of ARRA including job placement in green jobs. Nancy Dischinat will improve the ARRA Snapshot document to add columns for job placement and other outcomes. Gregg Dowty suggested adding other outcomes such as "bounce," or residual benefits of training. A committee will be formed to assist with the Pathways Out of Poverty Grant.

COMMITTEE REPORTS

Executive Committee

Nancy Dischinat gave a report of the Executive Committee which met on June 8, 2010. She reported on the LVWIB's Fiscal and 501 (c) 3 status.

The Executive Committee recommended developing a case statement focusing on optimal fiscal structure, to discuss with county executive Cunningham and Stoffa.

The committee reviewed the Statement of Revenue vs. Spending Plan for Program year 2010. Due to limited funding for training, they recommended approval of the Spending Plan with \$140,000 to be transferred from deferred revenue to training. This issue was acted on earlier in today's agenda.

Members of the executive committee and WIB staff will meet on June 24 to further clarify financial statement categories with associated costs and develop a fiscal structure case statement.

The Executive Committee continues to monitor progress on the LVWIB 2009-2013 Strategic Plan and Delivery System of the LVWIB's Vision, Mission and Goals that were approved during the December meeting. Committees are now working on their respective objectives and action plans under these goals.

Also, work continues on action items from the Delivery System analysis which is aligned to the strategic plan. A LVWIB Board retreat is scheduled for July 8, 8:00 am-4:00pm at the LVWIB to discuss progress on the strategic plan and delivery system analysis. Debbie Thompson is meeting with WIB staff on June 30th in preparation of the retreat.

Access Committee

Sharon Scheirer reported on the Access Committee which met on May 27 and June 9th. At the May 27th meeting committee members participated in a demonstration of the KeyTrain® and WorkKeys® Assessment System in the new PA CareerLink® Lehigh Valley testing lab.

We are in the process of updating the One Stop Partners Agreement between the LVWIB, the Partners in the PA CareerLink®, with consent of the Chief Elected Officials to provide one stop services for employers and job seekers in the Lehigh Valley.

The Committee's responsibilities will be to debate issues and identified deficiencies in our workforce system brought forward by WIB staff. We will make decisions regarding corrective actions and recommend policies based on data to eliminate barriers within Lehigh Valley's workforce system. We also decided to meet on an ad hoc basis, either in person or through forms of technology, as workforce issues are identified.

The Committee reviewed our goals and objectives as outlined in the Strategic Plan and is beginning the process of developing our work plan.

Industry Committee

Gina Kormanik reported on behalf of Co-chair Pat Hartwell that the Industry Committee met on May 14, 2010. The Committee reviewed the LVWIB Strategic Plan and its five Goals and agreed that the Committee will work on developing Objectives and Action Steps under:

Goal #1: Analyze and identify those clusters with sustainable growth industries in the region as the primary workforce focus.

Goal #2: Develop data driven innovative and cost effective workforce strategies that meet employer needs. The Industry Committee will work on other Goals, as appropriate.

Also, the Committee discussed the Industry Partnership legislation, heard an update on Green Jobs including the State's Green Jobs Report, the Northeast Green Machine grant proposal on behalf of four WIBs and the Sustainable Energy Conference which will be held in July. Also, discussed is the Business/Education Initiatives such as B. Braun Medical Inc. and Catasauqua High School partnership, as well as other student/industry initiatives such as Orasure's work with Holy Infancy.

Marketing Committee

Kelly Gould reported on the Marketing Committee which met on May 7, 2010.

Youth Council

Clyde Hornberger reported on the Youth Council which met on June 4, 2010 and discuss the Program year 2010 draft youth allocations and 2010 Spending Plan Budget that includes revenues, carryover, subcontracted and other training, WIB, PA CareerLink®, Title I Operator, Administrative and American Recovery Act costs.

The Spending Plan indicated that the WIB, PA CareerLink and Title I Operator costs, including administration costs, was approximately 45% of the youth spending plan.

After a lengthy discussion and to ensure that all operational and administrative costs are adequate and not excessive, the youth council made a motion and approved a request to move to the full board. A request to clarify and conduct an intensive review of the youth spending plan operational and administrative costs.

ACTION: Clyde Hornberger made a motion to conduct a review of operational and administrative costs in the 2010 youth spending plan. Don Snyder motioned, Ed Zale seconded, discussion occurred regarding operational and administrative costs and setting benchmarks of prudent spending. All approved.

In an effort to continuously improve, the Youth Council made a motion to recommend to the LWIB that changes be made to the Youth Request for Proposals and contracting process to include the following: Assessments, measures of success, program modifications, commitment of partners and vendor resumes.

Since the Board has not had an opportunity to review these changes and since the WIB put together an Ad Hoc youth contracts review committee in March, it is recommended that consideration of these improvements be moved to the ad hoc youth contract committee for review, discussion and implementation as appropriate.

Finally, a youth group was convened to align the objectives and action plan as they relate to the LVWIB strategic plan. The work group will meet and report back to the Board in September.

Rose Ann Kisilewicz reported on the WIA Innovative Youth Programs. She stated that during the March Board meeting it was agreed that the WIB staff continue the process of selecting final WIA Innovative Youth Programs based on funding availability, use up to 70% of funds for out-of-school youth and up to 30% for in-school youth, provide programming to both out-of-school and in-school youth, covering geographic locations including Lehigh and Northampton counties, and urban and rural areas, and the outcomes and history of previous programs and providers.

The WIB staff recommended 12 programs to Board members should resources become available stating the there was a likelihood that some of the 12 programs would not be funded due to budgetary limitations. The Board voted via email to approve the 12 programs the WIB staff suggested. We received our youth allocation and based on these allocations we will fund nine youth programs. Four out-of-school including: Arts Quest, Good Shepherd Rehabilitation Network, Penn State/Lehigh Valley and St. Luke's Hospital and Health Network. Three in-school including: United Community Services, Penn State/Lehigh Valley and St. Luke's Hospital and Health Network. Two combination in-school and out-of-school programs

including: Childrens Home of Easton and Safeguard Specialized Foster Care. We plan to serve 163 youth in WIA Youth programs.

Rose Ann Kisilewicz reported on the CareerLinking Academy programs stating that we received eight CareerLinking Academy proposals. All eight were approved for funding via email by both the Youth Council and the Board.

The PA Department of Labor and Industry required general WIA eligibility documentation for the CareerLinking Academy funding participants which included: verifying social security numbers, citizenship or eligibility to work, age and birth date and selective service registration. Two of the proposers that were approved for funding decided not to accept the CareerLinking Academy funding were Southern Lehigh School due to the sensitivity of providing a copy of student social security cards and a form verifying citizenship or eligibility to work and Lehigh Carbon Community College due to difficult time meeting eligibility requirements. They decided to run a modified program using grant monies that did not require the eligibility documentation.

Six programs that were funded are Colonial Intermediate Unit 20, Lincoln Leadership Academy Charter School, Freedom High School, Bangor High School, Parkland High School and the DaVinci Science Center. We plan to serve 210 youth in the CareerLinking Academies.

The Board commended the LVWIB on the CareerLinking Academy model and encouraged other WIBs to implement this program.

Motion to adjourn the meeting was made by Robert Episcopo, seconded by Mike Moorehead.

Meeting adjourned at 8:50 am.