



LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC.

**MARCH 15, 2011
MINUTES**

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, March 15, 2011 at 7:30am at the LVWIB offices located at 1601 Union Boulevard, Allentown.

Committee Members present: Patrick Clasen, Diane Cunningham, Luke Cunningham, Adriana DeFrancisco, Todd Donnelly, Edward Easterly, Eugene Ervin, Dan Farrell, Susan Gilmore, Kelly Gould, Tony Iannelli, Ellen Kingsley, AJ Lemheney, John MacDonald, Marcy Maltosz, Matthew McLaughlin, John Mehler, Kelly Meyer, Phil Mitman, Mike Moorehead, Ed Murray, Lisa Nesbitt, Sharon Scheirer, Don Snyder, David Vaida, Rick Walters, and Mary Anne Wright. Guests present: Bill Michalerya, Lehigh Valley Economic Development Corporation; Janice Lipzin, ArtsQuest, Robert Donchez, representing Representative Joseph Brennan, Cindy Feinberg, County of Lehigh and Ross Marcus, County of Northampton. Staff present: Nancy Dischinat, Esther Wenck, Gina Kormanik, Lillian Rodriguez, RoseAnn Kisilewicz, Cindy Evans, Robert Wendt and Marie Beacher.

Chair Eugene Ervin welcomed all.

Cindy Evans introduced new board members including Michael Francheschetti from Nestle Waters, Marcy Maltosz from Avantor Performance Materials, Luke Cunningham from West Side Hammer Electric, Susan Gilmore from United Way of the Greater Lehigh Valley, Matthew McLaughlin from Marketplace, Stephen Bailey from Operations Resources, Inc. and Kenneth Kraft from International Union of Painters and Allied Trades.

ACTION REQUIRED

Minutes

RESULTING ACTION: The minutes of the December 14, 2010 Board meeting was motioned by John MacDonald, seconded by Mike Moorehead, all approved.

Financial Statements

Kelly Meyer presented the Financial Statements including Summary of Revenue Changes as of March 2, 2011, 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, Rick Walters seconded, and all approved the Financial Statements as presented.

Chair Eugene Ervin mentioned that a new LVWIB Board Member Orientation will be scheduled.

LVWIB By-Law Revisions

Gina Kormanik presented revisions to the By-Laws including Article 1 Names, Function and Activities and Article V. Officers:

Section 1.01 Name - The name of the Corporation is the Lehigh Valley Workforce Investment Board, Incorporated (“WIB”), a 501 (c) (3) non-profit corporation registered in the Commonwealth of Pennsylvania.

and

Section 5.09 The Secretary/Treasurer - The Secretary/Treasurer, or someone he/she designates to act on his/her behalf, shall oversee the financial condition of the Corporation, shall attend all meetings of the Board and shall record all the notes of the Board and the minutes of the meetings of the Board and of committees of the Board in a book or books to be kept for that purpose; shall see that notices are given and records and reports properly kept and filed by the Corporation as required by law; and shall be the custodian of the seal of the Corporation and see that it is affixed to all documents to be executed on behalf of the Corporation under its seal.

RESULTING ACTION: Mary Ann Wright motioned, Diane Cunningham seconded, the LVWIB By-Law Revisions as presented.

LVWIB Secretary/Treasurer

David Vaida presented the motion to elect Diane Cunningham as Secretary/Treasurer for LVWIB as Officer for a two-year term.

RESULTING ACTION: David Vaida motioned, Kelly Gould seconded, and all approved the LVWIB Secretary/Treasurer as presented. Chair Eugene Ervin opened the floor for further nominations, Don Snyder closed the floor and motioned for Diane Cunningham’s election as Secretary/Treasurer, Ed Easterly seconded, all approved the election of Diane Cunningham as LVWIB Secretary/Treasurer for a two-year term.

Federal Policy Recommendations 2011

Nancy Dischinat reviewed the Federal Policy Recommendations of 2011 which was sent to the LVWIB in advance of the meeting, including recommendations in focused strategies such as LVWIB Board, One Stop Centers, Education and Training, Postsecondary and Adult Education, Sector Strategies/Industry Partnership, Funding, Youth, Governance and Performance Measures recommendations.

RESULTING ACTION: Kelly Meyer motioned, John Mehler seconded, discussion included Procedural questions, all approved the Federal Policy Recommendations for 2011.

STRATEGIC WORKFORCE INITIATIVESGreater Lehigh Valley Chamber of Commerce

Chair Eugene Ervin introduced Tony Iannelli, President and CEO of Greater Lehigh Valley Chamber of Commerce who made remarks on the integration of Chamber and LVWIB, including the April 20, 2011 Issues Forum.

Lehigh Valley Economic Development Corporation (LVEDC)

Phil Mitman, President/CEO and Bill Michalerya, Vice Chair of LVEDC presented activities aligned to LVEDC's Strategic Priority D: Boost Innovation and Talent. Bill Michalerya asked for LVWIB participation on a Priority D Committee which involves a Talent Designation Subcommittee chaired by Patrick Clasen. Discussion occurred on the need to continue to involve private sector and entrepreneurs in all initiatives and continue to align LVWIB with LVEDC.

Photo Documentary Project

Cindy Evans introduced Janice Lipzin of ArtsQuest who presented on the LVWIB Youth Funded Photo Documentary Project (PDP). Reina Lopez, Victor George and other PDP participants presented stories and experiences.

Executive Report

Chair Eugene Ervin presented two new committees to be established including Public Policy and Performance Measures and Accountability.

RESULTING ACTION: Phil Mitman motioned, John Mehler seconded, all approved the two new committees, Public Policy and Performance Measures.

Outcomes Report

Esther Wenck presented the American Recovery Reinvestment Act (ARRA) Outcomes report as of December 31, 2010, including ITA's, competitive grants and youth subcontractors. Esther also reported on the Common Measures levels which was discussed and approved by Executive Committee at their January 28, 2011 meeting. Common performance measure levels are approved by local WIBs each year for adults, dislocated workers and youth, and are negotiated with the state. The Common measure levels had been determined by labor market information and local data; however, the state is now using a regression model that factors in participant characteristics and rewards local areas who serve single parents, those on public assistance, high school dropouts, and other hardest-to-serve populations. Adults and Dislocated Workers are measured by Employment, Retention, and Average Earnings. Youth are measured by Placement in Job/Education/Military, Degree/Certificate Attainment, and Literacy/Numeracy gains.

RESULTING ACTION: Phil Mitman motioned, John MacDonald seconded, discussion included that measures are state mandated; all approved the Common Measures as presented.

Meeting adjourned at 9:00 am.