

LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC.

SEPTEMBER 28, 2010
MINUTES

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, September 28, 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. Carol Jones from The Literacy Center and Mary Kovalchick from Lehigh Carbon Community College, Lisa Walters representing Senator Bob Mensch, Michelle Griffin-Young of the Greater Lehigh Valley Chamber of Commerce and Ross Marcus of County of Northampton. Staff present: Nancy Dischinat, Esther Wenck, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Cindy Evans, Rose Ann Kisilewicz, Robert Wendt and Jeff Fallacaro.

Chair Eugene Ervin welcomed all.

Don Snyder introduced Dr. Carol Jones of The Literacy Center and Mary Kovalchick of Lehigh Carbon Community College who presented an ABLE Coalition report to the Board. The ABLE Coalition has become more closely aligned with the Lehigh Valley workforce system including the Lehigh Valley Workforce Investment Board, Inc. and PA CareerLink® Lehigh Valley to identify needs and priorities, as well as address skill gaps in literacy. Dr. Jones stated that over 58,000 individual have below basic literacy skills in the Lehigh Valley. Don Snyder thanked the Lehigh Valley Workforce Investment Board, Inc., PA CareerLink® Lehigh Valley and ABLE Coalition for working together.

ACTION ITEMS

Minutes

Chair Ervin called for a motion to approve the June 15, 2010 Board minutes. Armand Greco motioned, Ed Zale seconded. All approved, motion passed.

Financial Statements

Don Snyder presented the Financial Statements including Summary of Revenue Changes as of September 1, 2010, 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.

RESULTING ACTION: Don Snyder called for a motion, Gregg Potter seconded, discussion regarding ARRA funding, all approved the Financial Statements.

Workforce Investment Act Training Policy Exceptions

Nancy Dischinat presented the Workforce Investment Act Training Policy Exceptions which was approved by the Executive Committee on September 21, 2010 as follows:

Workforce Investment Act Training Policy Exceptions

The Lehigh Valley Workforce Investment Board, Inc. (LVWIB) will provide training funds in Lehigh Valley's High Priority Occupations within the Lehigh Valley's Targeted Industry Clusters, which are Healthcare and Life Sciences, Diversified Manufacturing, Business and Professional Services, Information and Communication, Financial Services and Green or Energy Related Manufacturing and Services.

The Lehigh Valley Workforce Investment Board, Inc. may make exceptions to this training policy based on data-driven information supporting an occupation.

Exceptions

*Gaming Dealers – April 27, 2010 (Prior Approval)
Automotive Service Technicians and Mechanics*

RESULTING ACTION: Jack Pfunder motioned, John Mehler seconded, and all approved the Workforce Investment Act Training Policy Exceptions.

Workforce Investment Act On-the-Job Training Policy

Nancy Dischinat presented the Workforce Investment Act On-the-Job Training Policy which was approved by the Executive Committee on September 21, 2010 as follows:

WIA Waiver On-the-Job Training Policy

The Commonwealth is granted a waiver through June 30, 2011. Under the waiver, the following reimbursement amounts will be permitted: 1) up to 90 percent for employers with 50 or fewer employees, and 2) up to 75 percent for employers with 51-250 employees. For employers with more than 250 employees, the current statutory requirements (50 percent reimbursement) will continue to apply. When determining the funding source for on-the-job training, the Commonwealth must use the appropriate program funds for the appropriate WIA-eligible population. The Commonwealth may provide on-the-job training to low-income adults with WIA Adult funds, and may provide on-the-job training to dislocated workers with WIA Dislocated Worker funds. On-the-Job training provided with statewide funds must serve eligible individuals.

RESULTING ACTION: Don Snyder motioned, Todd Donnelly seconded, and all approved the Workforce Investment Act Waiver On-the-Job Training Policy.

Lehigh Valley Workforce Investment Board, Inc. By-Laws: Means of Voting Revision

Nancy Dischinat presented the Lehigh Valley Workforce Investment Board, Inc. By-Laws: Means of Voting Revision which was approved by the Executive Committee on September 21, 2010 as follows:

Voting between meetings may be conducted by mail, electronic, telephone, teleconference, or any other means that is technologically feasible and convenient to the Board. Outcomes of the votes will be announced at public meetings and voting records will be kept on file at Lehigh Valley Workforce Investment Board, Inc. [Note: "Telephone" was removed from the policy, resulting from discussion. See following action.]

RESULTING ACTION: Mike Stershic motioned, Art Scott seconded, all approved. Discussion continued to remove the word "telephone" from the proposed amendment. Mike Stershic motioned to approve the amendment change, seconded by Alan Jennings, all approved the LVIWB By-Laws: Means of Voting Revision.

Pathways to Green Jobs

Nancy Dischinat presented the Pathways to Green Jobs Proposals for General Educational Development (GED), English as a Second Language (ESL), Green Jobs Career Overview Workshop, and Academic and Workforce Readiness Training and the successful proposals as approved by Executive Committee on September 21, 2010 including Lehigh Carbon Community College for GED training; Lehigh Carbon Community College for ESL training and Lehigh Career and Technical Institute for Academic Workforce Readiness Training and to direct the Lehigh Valley Workforce Investment Board, Inc. to negotiate with LCCC/LCTI on the Green Jobs Green Overview Workshop. Proposers who submitted were asked to leave the room

RESULTING ACTION: Alan Jennings motioned, John Mehler seconded, discussion included questions about programs and outcomes, and all approved the proposals as presented.

LCTI Weatherization Training

Nancy Dischinat presented the Pathways to Green Jobs Lehigh Career and Technical Institute Weatherization Training as Sole Source provider for this training, as approved by Executive Committee. Rationale included:

- LCTI is one of six centers authorized by the State of Pennsylvania to provide the Weatherization Training & State Certification Program in the Lehigh Valley (covers the counties of Lehigh, Northampton, Berks, Upper Bucks, Carbon, Upper Montgomery and Schuylkill).
- LCTI will offer this training and industry certifications (Installer, Crew Chief, Energy Auditor) to The Pathways to Green Jobs Program participants. The cost per participant for the Installer Training is \$3750 for 150 hours of training. Crew Chief \$4550 for 182 hours. Energy Auditor \$6750 for 270 hours.

RESULTING ACTION: John Mehler motioned, Mary Anne Wright seconded, discussion centered on the provider being uniquely qualified to provide the service, and all approved the training.

Pathways to Green Jobs Drugs and Alcohol Discipline Policy

Nancy Dischinat presented the Pathways to Green Jobs Drugs and Alcohol Discipline Policy as provided to the Board.

RESULTING ACTION: Mary Anne Wright motioned, Mike Stershic seconded, discussion regarding procedural issues pertaining to safety testing, and need to further clarify the policy to be amended for the next Board meeting. Procedurally, the Board instructs Lehigh Valley Workforce Investment Board, Inc. staff to accompany and/or provide transportation to the testing site and/or residence as appropriate. All approved the policy as stated, with the procedural clarification regarding accompanying and/or providing transportation. Lehigh Valley Workforce Investment Board, Inc. staff will revisit the Pathways Policy for future Board action, and will incorporate similar language into the PA CareerLink® Lehigh Valley Drug and Alcohol Discipline Policy.

AMERICAN RECOVERY AND REINVESTMENT ACT UPDATEResource Snapshot

Esther Wenck presented the Resource Snapshot for Program Year 2010 including Federal Funding Formula and Competitive, State Funding Competitive and Other Funding. She stated that funds are received from PA Department of Labor and Industry based on a formula allocation for adults, dislocated workers and youth which are determined through unemployment data, the size of the civilian workforce, plant closings and layoffs.

Training Outcomes

Esther Wenck also presented the Training Outcomes including the ARRA Community College Individual Training Accounts and all other ARRA ITA's. Nancy Dischinat mentioned that more specific outcomes will be provided at future meetings.

Pathways to Green Jobs

Gina Kormanik reported on the Pathways to Greens Jobs Fast Fact status of outcomes including enrollment, outreach, support services and training.

Gina Kormanik gave an update on the Pathways to Green Jobs Policy which was sent to the Board electronically for voting which also included a training fund of \$25,000 training and support payment parameter. The minutes reflect that this Policy was approved by Board majority through electronic vote on September 8, 2010. A copy of the vote will be provided to any Board member upon request.

Gina Kormanik gave an update on the North East PA Green Machine grant.

National Emergency Grant for On-the-Job Training

Esther Wenck reported on the National Emergency Grant for On-the-Job Training. The Lehigh Valley Workforce Investment Board, Inc. is one of six Workforce Investment Boards in PA to receive funding through a United States Department of Labor On-the-Job Training NEG, funded through ARRA funds. Pennsylvania received almost \$2.7 million and LVWIB received \$403,677. Funding is to be used for on-the-job training for long-term unemployed dislocated workers unemployed for at least 22 weeks.

Funding will enable employers in the private or nonprofit sectors to create training and job opportunities for targeted unemployed workers. The public sector is not eligible for funding under this grant. Participating employers will receive wage reimbursement to offset the extraordinary cost of training workers based on the size of employer at the local site. There will be case management, assessment and monitoring associated with this grant.

Regional Career Education Partnership

Cindy Evans reported on Regional Career Education Partnership activities. Lehigh Valley Workforce Investment Board, Inc. received \$60,000 which will be used to supplement Youth Coordinator salary, library initiatives, Reengagement Summit and Career Resource Centers in two Allentown high schools.

OTHER

Chair Ervin reported on Lehigh Valley Workforce Investment Board, Inc. Board Member development and evaluation.

Nancy Dischinat thanked Phil Mitman of Lehigh Valley Economic Development Corporation and Tony Iannelli of the Greater Lehigh Valley Chamber of Commerce for providing potential Board member candidates. Phil Mitman reported that LVEDC recently received national accreditation.

Meeting adjourned at 8:50 am.