



**LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC.**

**JUNE 14, 2011  
MINUTES**

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, June 14, 2011 at 7:30am at the LVWIB offices located at 1601 Union Boulevard, Allentown.

Committee Members present: Stephen Bailey, Luis Campos, Patrick Clasen, Diane Cunningham, Luke Cunningham, Gregg Dowty, Eugene Ervin, Jane George, Susan Gilmore, Kelly Gould, Armand Greco, Pat Hartwell, Clyde Hornberger, Alan Jennings, AJ Lemheney, John MacDonald, John Mehler, Kelly Meyer, Ed Murray, Lisa Nesbitt, Jack Pfunder, Gregg Potter, Art Scott, Don Snyder, Barry Spriggs, Michael Stershic, David Vaida, Rick Walters, Mary Anne Wright and Carol Young. Guests present: Carol Halper representing Congressman Charlie Dent, Ross Marcus from County of Northampton, Michelle Griffin from Greater Lehigh Valley Chamber of Commerce, Robert Spengler from Catasauqua School District and Janet Janda from B. Braun Medical, Inc.. Staff present: Nancy Dischinat, Esther Wenck, Gina Kormanik, Lillian Rodriguez, RoseAnn Kisilewicz, Cindy Evans, Robert Wendt, Nathan Miller and Marie Beacher.

Chair Eugene Ervin welcomed all and then introduced Robert Spengler, Superintendent of Catasauqua School District and Janet Janda, Corporate Staffing Manger of B. Braun Medical, Inc. who presented on their work with B. Braun Medical, Inc. to run a class at LVBEP Catasauqua High School, provide tours, speakers, mentors, curriculum, industry content, career pathways, high demand occupations, Career Fairs and continuation of the program. This program is planned to be replicated throughout Lehigh Valley Schools.

**ACTION REQUIRED**

*Minutes*

***RESULTING ACTION: The minutes of the March 15, 2011 Board meeting was motioned by John Mehler, seconded by Gregg Potter, all approved.***

*Youth Wages, Stipend and Incentive Policy*

Nancy Dischinat presented the LVWIB Youth Wages, Stipend and Incentive Policy which was discussed at Youth Council and approved by Executive Committee. The Policy states as follows:

**YOUTH WAGES, STIPEND AND INCENTIVE POLICY**

Policy for paying wages, stipends and incentive awards to young adults enrolled in Workforce Investment Act (WIA) and Temporary Assistance for Needy Families (TANF) Youth Development Fund Activities.

**POLICY CHANGES****SUBSIDIZED WORK EXPERIENCE POLICY**

The Lehigh Valley Workforce Investment Board, Inc. provides young adults enrolled in subsidized work experience a wage. Out-of-school youth receive \$7.50 per hour for each hour of work. In-School youth receive \$7.25 per hour for each hour of work. *[Out-of-School youth received \$8.00 for each hour of work.]*

**CONTRACTED CLASSROOM STIPEND POLICY**

The Lehigh Valley Workforce Investment Board, Inc. provides young adults enrolled in contracted classroom activities a non-taxable stipend of \$6.00 for each hour of participation. *[Out-of-School youth received \$8.00 per hour and In-School youth received \$7.25 per hour stipend.]*

**OUT-OF-SCHOOL INDIVIDUAL TRAINING ACCOUNT STIPEND POLICY**

The Lehigh Valley Workforce Investment Board, Inc. provides Out-of-School youth enrolled in an Individual Training Account (ITA) a non-taxable stipend of \$6.00 for each hour of training attended. Out-of-School youth with any reportable income are not eligible to receive a training stipend. *[All Out-of-School youth received \$8.00 per hour stipend.]*

**GLAD YOU GOT A JOB INCENTIVE POLICY**

Out-of-School youth who obtain full-time employment of at least 35 hours a week, and provide all employment information to their Employment and Training Specialist within two weeks of their employment start date, and their file is up to date with all Time and Attendance Reports and copies of grades/certificates/diplomas will receive a one time Glad You Got a Job incentive of \$100.00. *[Youth received \$50.00 Glad You Got a Job incentive.]*

**Out of School youth who obtain part-time or full-time employment defined by the employer, and provide all employment information to the Employment and Training Specialist within two weeks of their employment start date, and their file is up to date receive a one time Glad You Got a Job incentive of \$100.**

**NEW POLICIES****ATTAINMENT OF A GED INCENTIVE POLICY**

Out-of-School youth are eligible for a one time \$500.00 incentive upon obtaining a GED certificate.

**BASIC SKILLS INCREASE INCENTIVE POLICY**

Basic skills deficient Out-of-School youth who successfully increase one or more Educational Functioning Level(s) within 12 months of receiving their first program service receive a one time incentive of \$250.00.

**WORKKEYS® CAREER READINESS LEVEL/KEYTRAIN® REMEDIATION INCENTIVE POLICY**

Out-of-School youth who require KeyTrain® remediation and achieve the WorkKeys® level needed to enter skills training aligned with their occupational choice receive a one time incentive of \$250.00.

**This policy is effective July 1, 2011 and replaces all other youth payment policies**

***RESULTING ACTION: Clyde Hornberger motioned, Luke Cunningham seconded, discussion included attendance considerations which will be brought up at youth Council, and all approved the Youth Wages, Stipend and Incentive Policy as presented.***

Summer of Manufacturing at DaVinci Science Center

Jack Pfunder presented the Summer of Manufacturing: How People Make Things exhibit at the DaVinci Science Center and its importance to Science, Technology, Engineering and Mathematics career awareness for youth. The LVWIB would like to put \$15,000 resources toward this project.

***RESULTING ACTION: Kelly Meyer motioned, Patrick Clasen seconded, and all approved the Summer of Manufacturing at DaVinci Science Center.***

Whistleblower Policy

Gina Kormanik reported on the Whistleblower Policy as approved by the Executive Committee. The Policy is stated as follows:

**Whistleblower Policy**

This Whistleblower Policy of the Lehigh Valley Workforce Investment Board, Inc. (LVWIB): (1) encourages Board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the LVWIB; (2) specifies that the LVWIB will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The LVWIB encourages complaints, reports or inquiries about illegal practices or serious violations of the LVWIB's policies, including illegal or improper conduct by the LVWIB itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the LVWIB has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the LVWIB's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanism.
2. **Protection from retaliation.** The LVWIB prohibits retaliation by or on behalf of the LVWIB against Board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The LVWIB reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse the policy.
3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the LVWIB's Executive Director or Chair of the Board; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Quality Assurance Coordinator. The LVWIB will conduct a prompt, discreet, and objective review or investigation. Board members, staff or volunteers must recognize that the LVWIB may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Gina reported that there will be two other policies: Record Retention and Compensation Policy. Discussion ensued on who will be the spokesperson for the LVWIB and to look at a Social Media Policy on press, not going to the press.

***REQUIRED ACTION: John Mehler motioned, Kelly Gould seconded, and discussion included adding the Vice Chair as the spokesperson, all approved the Whistleblower Policy with revisions.***

#### Financial Statements

Diane Cunningham 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: Kelly Gould motioned, Stephen Bailey seconded, and all approved the Financial Statements as presented.***

Diane Cunningham reported on the clean audit received for LVWIB performed by Buckno & Lisicky and was approved by the Executive Committee on June 7, 2011.

#### 2011-2012 Allocations

Chair Ervin presented the 2011-2012 Allocations which is a high level overview of spending allocations in order to maintain programs beyond June 30, 2011. A more detailed Spending Plan is in progress and will be presented to the Board. Nancy Dischinat reviewed the details of the 2011-2012 Allocations for Workforce Investment Act Formula Funds including Administrative Youth, Adult and dislocated Workers.

#### 2011-2012 Spending Plan

Nancy Dischinat presented the LVWIB Extended Youth Program for Program Year July 1, 2011-June 30, 2012 including Good Shepherd Work Services and St. Luke's Hospital Out of school youth programs, Penn State Lehigh Valley and St. Luke's In school youth programs, Safe Guards Special Foster Care Work Experience, Private Industry Council Summer Work Experience and various vendors for CareerLinking Academies.

***RESULTING ACTION: Chair Ervin asked for a motion on high level allocations with caveat that Nancy Dischinat will present detailed spending plan.. Kelly Gould motioned, Mike Stershic seconded, discussion involved the need to monitor and adjust the spending plan based on funding availability. The amounts presented reflect the funding levels given by the state. All approved the 2011-2012 Spending Plans..***

#### Committee Reports

##### **Executive Committee**

Armand Greco presented the Executive Committee report which began with a presentation by Esther Wenck on Pathways to Green Jobs and CDM. Discussion included questions about carryover of funds including Pathways to Green Jobs.

## **Industry Committee**

Pat Hartwell presented the Industry Committee report which met on May 20, 2011 and developed action plans which included:

### **Identify occupational shortages and develop strategies to address shortages**

Our Action Plan is:

- The Industry Committee is in the process of creating a team made up of the Industry Committee and Industry Partnerships to analyze and validate employer needs and occupational shortages data.

### **Reengagement Strategy for Long-Term Unemployed**

Industry Partnership employers indicate that the long-term unemployed need to justify their unemployment status and talk about their career plan, training, professional development, part-time work, volunteering etc.

For the Action Plan:

- Researching workshop materials and vendors that provide training in workforce realities and behaviors, and also researching a job finding approach that incorporates not only career planning but career pathways.

- Working at the policy level to provide employer input through a White Paper to re-vamp the policy on unemployment reform, which was then introduced by Senator Gordner SB 1030 requiring people collecting unemployment compensation to actively pursue employment. Under the bill, people would have to register with the CareerLink system with 30 days of applying for benefits. This Bill passed the Senate and is currently on the House floor.

Pat Hartwell then turned it over to Michelle Griffin Young from the Greater Lehigh Valley Chamber of Commerce who reported on recent legislative activity on unemployment compensation and industry partnerships. Michelle will put together talking points for industry partnerships, as requested by the LVWIB.

## **Youth Council**

Clyde Hornberger reported many of the youth agenda items were discussed earlier. The Youth Council has an issue recommendation for the Public Policy Committee which is to support state legislation to raise the mandatory dropout age from 16 to 18. Youth Council action including a policy to raise age to 18 and increase the length of the school day to school year.

Chair Ervin stated the Public Policy Committee will address the proposed policy from the Youth Council to raise the age to 18 years old. Research and data will be gathered to support. Discussion continued on the issues that will be brought to the Policy Committee

***RESULTING ACTION: The Youth Council recommended to Public Policy Committee that the Board considers developing a policy to recommend a longer school day and longer school year for students. Armand Greco motioned, Alan Jennings seconded, all approved to develop a Policy to recommend a longer school day/longer school year.***

## **Marketing Committee**

Kelly Gould reported on Marketing Committee activities including the LVWIB made the front page of the Morning Call on how to educate and inform legislators about maintaining at least level federal funding for the Workforce Investment Act during a time of budget cuts. The LVWIB held a second Labor Market and Workforce Issues forum on April 20<sup>th</sup> in partnership  
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with the Greater Lehigh Valley Chamber of Commerce. Nancy Dischinat spoke about strengthening industry partnerships and workforce issues facing our region's economic health and competitiveness, and Sue Mukherjee, Director for the Center of Workforce Information and Analysis from the PA Department of Labor and Industry addressed almost 100 employers on job and labor market data and trends, and how labor market statistics can be used in the workforce system. NBC did an interview with Nancy on job and workers in the Lehigh Valley and the crisis in youth employment. LVWIB is currently negotiating a date for a series of scheduled workforce and labor market meeting with the press.

**Executive Director's Report**

Accomplishments will be presented at a separate LVWIB meeting along with spending plan and transition plan.

In other business, Ed Murray reported that the Private Industry Council of Lehigh Valley, Inc. Board has been informed of Mr. Murray's plans on retirement. Chair Ervin congratulated Ed Murray on his work and years of service and experience.

Meeting adjourned at 8:55 am.