



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

**SEPTEMBER 13, 2011  
MINUTES**

The Lehigh Valley Workforce Investment Board, Inc. met on Wednesday, September 13, 2011 at 7:30am at the LVWIB offices located at 1601 Union Boulevard, Allentown.

Committee Members present: Luis Campos, Luke Cunningham, Adriana DeFrancisco, Todd Donnelly, Gregg Dowty, Eugene Ervin, Vito Gallo, Jane George, Susan Gilmore, Laurie Gostley-Hackett, Armand Greco, Patricia Hartwell, Alan Jennings, Ellen Kingsley, AJ Lemheney, John Mehler, Mike Moorehead, Lisa Nesbitt, Jack Pfunder, Gregg Potter, Sharon Scheirer, Don Snyder, Rick Walters, and Mary Anne Wright. Guests present: Carol Halper representing Congressman Charlie Dent, Carol Obando-Derstine representing Senator Robert Casey, Ross Marcus from County of Northampton and Cindy Feinberg from County of Lehigh. Staff present: Nancy Dischinat, Gina Kormanik, Marie Beacher, Lillian Rodriguez, RoseAnn Kisilewicz, Cindy Evans, and Robert Wendt.

Chair Eugene Ervin welcomed guests, Carol Obando-Derstine from Senator Robert Casey's office, and Carol Halper representing Congressman Charlie Dent.

**ACTION REQUIRED**

Minutes

***RESULTING ACTION: The minutes of the June 14, 2011 Board meeting was motioned by Armando Greco, seconded by John Mehler, all approved.***

LVWIB Reorganization Chronology

Nancy Dischinat reviewed the background of the LVWIB Reorganization Chronology and process for the LVWIB to become the Lehigh Valley Workforce Investment Area Fiscal Agent Grant Recipient and Signatory as follows:

- Discussions about the LVWIB Fiscal Reorganization started with the 2009-2013 LVWIB Strategic Plan. LVWIB's leadership accepted the responsibility of implementing the reorganization.
- State encourages Local Boards and Fiscal Agent be organized as a single entity to reduce duplication, be more cost effective and allow Boards to focus on strategic planning, policy development and oversight.
- Discussions and recommendations to proceed with LVWIB becoming fiscal agent occurred throughout 2010 at Finance Committee and Executive Committee meetings, and at the August 2010 Board Retreat. Transitions updates were provided at LVWIB Board meetings during 2010.

- Under WIA, the Chief Elected Officials have the authority to designate LVWIB as Fiscal Agent. CEOs requested a Study Committee be formed consisting of their representatives and LVWIB leadership to meet and discuss the Fiscal Reorganization from March through June 2011.
- A Special Board Meeting was scheduled, but due to lack of Board Member availability and time constraints, it was cancelled.
- CEOs granted Fiscal Agent status to LVWIB on July 1, 2011 with signed documents which were submitted to PA Department of Labor and Industry.
- Secretary of Labor and Industry reinforced the LVWIB's designation as Fiscal Agent through an August 12, 2011 letter to CEOs.
- The Local Plan Modification reflecting fiscal agent changes was approved by the Board on August 24, 2011 and is now under Public Review until Sept. 26, 2011.
- The State is expected to officially approve LVWIB as Fiscal Agent, Grant Recipient and Signatory by early October 2011.

Discussion by the Board members included the County Executives desire to support the LVWIB as fiscal agent, resolution of appearances of conflicts of interest, and continuing the direction of services directly to customers.

#### By-Laws Revision

Chair Ervin presented the draft By-Laws revision as follows:

Section 3.11            Executive and Other Committees - The Board may, by resolution adopted by a majority of the Directors in office, establish an Executive Committee and such other standing or ad hoc committees as are deemed necessary and desirable from time to time. Each Committee of the Board shall serve at the pleasure of the Board. The Chairperson shall appoint the Chair of each Committee and shall consult with the individual designated as Committee Chair on the appointment of Committee members, ensuring a private sector majority on the Executive Committee leadership and that appearances of conflicts of interest are avoided. The Chairperson shall be a member ex officio of all Committees.

Chair Ervin also reviewed the Chief Elected Official Conflict of Interest Policy as follows:

Any Board member whose entity is a vendor or subcontractor of the LVWIB and has received more than 3% of the average LVWIB expenditures over the prior two years, excluding On-The-Job and Incumbent Worker Training, may not serve as a LVWIB Officer, Committee Chair or Executive Committee member. Furthermore, to ensure private sector management/governance, the majority of LVWIB Executive Committee members must be from the private sector.

Any changes to this policy must be approved by the LVWIB and the two County Executives before implementation.

**RESULTING ACTION:** *Several motions were offered and discussion included the need to clarify the By-Laws statement, as well as the Board member private sector definition and amount of readings for By-Laws revisions. Due to Board discussion, the Board approved tabling the By-Laws vote and prepare language incorporating input and distribute to the Board for an electronic vote.*

Corporate Authorization Resolution

Chair Ervin read the Corporate Authorization Resolution as follows:

As approved by the Finance Committee on August 31, 2011 and the Executive Committee on September 6, 2011, it is recommended that the LVWIB Board of Directors adopt a Corporate Authorization Resolution granting authority to Diane Cunningham, Secretary/ Treasurer; Nancy Dischinat, Executive Director; and, Marie Beacher, Fiscal Director through provision of their signatures and forms of identification to:

1. Open any deposit or share account(s) in the name of the Corporation.
2. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution (Sovereign Bank, 924 Eaton Ave., Bethlehem, PA 18018).
3. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.

**RESULTING ACTION:** *Kelly Meyer motioned, Mary Anne Wright seconded, discussion included a review of transition documents and the normal procedure. All approved the Corporate Authorization Resolution.*

Gina Kormanik read into the minutes the following regarding Action requested for Draft LVWIB Local Plan Modification. On August 17, 2011, an email was sent to LVWIB Directors as follows:

On behalf of Eugene Ervin, Chair, we are pleased to inform you that the Lehigh Valley Workforce Investment Board, Inc. has received designation from the Lehigh and Northampton County Executives as the Grant Recipient, Fiscal Agent and Signatory for the Lehigh Valley Workforce Investment Area.

In order to proceed with state documentation that officially authorizes the LVWIB as Grant Recipient, Fiscal Agent and Signatory, certain sections of the Lehigh Valley Workforce Investment Area Local Plan pertaining to Fiscal Agent status must be modified and Board approval obtained. A 30-day public comment period will follow Board approval.

Please review the highlighted changes on the attached Draft Local Plan which revises the Grant Recipient, Fiscal Agent and Signatory status and reply with your approval of these changes by noon on Tuesday, August 23, 2011. Changes are on the following pages 2, 17, 18, 19, 45, 64, 65, 66, 68, 78 and Appendix C.

The majority of Board members approved the Draft Local Plan Modification. Notice was placed on August 26, 2011 in the Morning Call, Express Times, hard copy and websites for 30 day public comment from August 26, 2011 to September 26, 2011.

Suggested private sector majority as defined by the Workforce Investment Area included in the proposed By-Law changes.

Finance Committee Report

Kelly Meyer reported on the Financial Committee reports and 2011 Spending Plan, as approved by the Finance and Executive Committees.

***RESULTING ACTION: Kelly Meyer called for a motion, Armand Greco seconded, discussion included the need to improve efficiency through restructuring, all approved the Financial Reports and 2011 Spending Plan.***

Gina Kormanik read into minutes definition of private sector presentation on Local Boards.

Pathways Out of Poverty

Gina Kormanik presented the Pathways Out of Poverty Training Policy as follows:

Based on a recent federal Site Visit for the Pathways to Green Jobs grant program, the Federal project officer suggested that LVWIB submit a grant modification request to the U.S. DOL for a no-cost extension to January 28, 2013. This would add one year to the current grant timeline and would allow the LVWIB to expend the \$4 million total. The federal representative was impressed by the current outcomes of the grants including 531 enrolled (200 goal), 233 (105 goal) in training, 55 completed training, and 32 (75 goal) finding employment.

Therefore, contingent on the no-cost grant modification request being accepted by the DOL, we would like to request your approval on the following change to the current Pathways Out of Poverty Training Policy item # 4. All training funds end and training must be completed by June 30, 2012. ~~December 31, 2011~~. This will allow training to continue until June 30, 2012 while focusing on job placement for the participants completing training.

***RESULTING ACTION: Luke Cunningham motioned, John Mehler seconded, all approved the Policy change as presented contingent on receiving the no-cost grant deadline extension.***

Committee Reports

Executive

Kelly Meyer reported that the Executive Committee met on September 6, 2011 and since we placed our action items first on the Board agenda, we have already discussed and approved agenda items which were brought before the Executive Committee last week.

Industry

Luis Campos reported that the Industry Committee met on August 12, 2011 and continued work on identifying occupational shortages and developing strategies to address shortages. The committee discussed the August 11<sup>th</sup> Lehigh Valley Manufacturing Summit during which employers started to identify shortages, especially in technical occupations. The Committee is planning a Regional Skills Gap Summit targeted for later this year involving Lehigh Valley Industry Partnerships.

It was suggested the employers implement youth career awareness initiatives like B. Braun Medical, Inc./Catasauqua High School 45-Day Career Awareness Course. B. Braun will host a meeting with employers and superintendents on October 18<sup>th</sup>.

The Committee continues to work on Reengagement Strategies for Long-term Unemployed. The President mentioned the long-term unemployed during his Jobs Plan speech last week and our Committee will monitor this issue in the Plan.

LVWIB submitted four Industry Partnership grant proposal to the state on August 15<sup>th</sup> and we hope to hear this week if the LVWIB received training funds from the \$5 million pool which is more than the original \$1.6 million in the budget.

#### Youth Council

Mary Anne Wright reported that the Youth Council met on September 2, 2011. A PowerPoint presentation was displayed on subcontracted program as follows: The Youth Program Monitor reported on the outcomes of eight Youth Programs funded for Program Year 2010 (July 1, 2010 through June 30, 2011).

In-school programs included: Penn State Lehigh Valley, United Community Services and St. Luke's Hospital & Health Network.

Out-of School programs included: Good Shepherd Work Services, ArtsQuest and St. Luke's Hospital & Health Network.

American Recovery Act Summer Youth programs included: Children's Home of Easton and SafeGuards Specialized Foster Care.

The outcomes for six of the eight programs were satisfactory but the outcomes for United Community Services had a 34% attendance rate and a 46% placement rate, and ArtsQuest had a 33% retention rate and a 17% placement rate which were not acceptable, and therefore, not refunded for the second year of a three year Request For Proposal.

Also show on a PowerPoint presentation was the CareerLinking Academy Monitoring Report for Program Year 2010 that ended June 30, 2011 and included five CareerLinking Academies held at: Lehigh Carbon Community College, Colonial IU#20, Freedom High School, Liberty High School and Parkland High School.

One hundred eighty six youth were enrolled in the week-long academies with a 96% completion rate. Seventy-seven (77%) had a post test gain in career preparation skills. There were no major monitoring issues.

Monitoring of our current 2011-2012 Youth Programs was completed in July and August and included five youth subcontracted programs:

- Penn State Lehigh Valley in school program
- St. Luke's Hospital & Health Network in-school program
- St. Luke's Hospital & Health Network out-of-school program
- Good Shepherd Work Services out-of-school program
- SafeGuards Specialized Foster Care summer employment program

Collectively these subcontracted programs have 77 youth enrolled and will continue until June 30, 2012 except for SafeGuards Specialized Foster Care's Summer Employment Program which ends September 30, 2011.

The Private Industry Council, as our Title I Operator, organized a five-week Summer Youth Work Experience Program for 123 youth who were placed at 43 different worksites throughout the Lehigh Valley. This was the first time a one week CareerLinking Academy was build into this youth program. Lehigh Carbon Community College, SkillsUSA Council and Manpower operated the academies and 89% of the youth completed the five-week work experience.

Let the minutes reflect that on June 20, 2011 the Board responded favorably to an email vote to approve the three new summer CareerLinking Academy proposals from: Lehigh Carbon Community College, SkillsUSA Council and Manpower mentioned above which were all successfully incorporated into the Summer Youth Work Experience Program. All were monitored and there were no major issues.

Cindy Evans reported on the extensive work being done at the Allentown School District, the success of the Manufacturing Summit and the summer showcase of Manufacturing, and our efforts related to Career Pathways.

Cindy Evans invited the Board to attend the Business Education Partnership meeting at B. Braun Medical to be held on October 18, 2011 at 8:00 am.

#### Workforce Solutions

Nancy Dischinat reported on the Workforce Solutions Committee which met on August 24, 2011. The Committee discussed the PA CareerLink® Lehigh Valley Job Fair to be held on September 21, 2011, the Easton Neighborhood Center on a plan for working with Lehigh Valley Professionals.

#### Public Policy

Vito Gallo reported on the Public Policy Committee which held a productive kick-off meeting on September 9, 2011 and discussed:

- Committee is responsible for research, development and implementation of public policies impacting workforce development.
- Committee structure, leadership, governance, membership and meeting time/frequency.
- Ground rules for educating and informing, as opposed to advocacy (with a careful eye on 501(c)3 regulations).
- The Chamber's role in communicating LVWIB policy and serving as a conduit to employers, legislators and community stakeholders.
- A template will be used by the Committee to gather, organize and consider policy requests. Template includes: Issue, Background, Pluses/Minuses, and Recommendation to the LVWIB.

Organizations requesting policy consideration by the LVWIB will present their cases first to the Public Policy Committee, who will organize the requests, conduct due diligence and make recommendations to the LVWIB.

It was suggested to have a representation by Chamber and LVEDC, the need to communicate issues as they arise in a timely manner, and appropriate procedures to develop policies. Chair Ervin suggested more frequent Public Policy Committee meetings initially and use of electronic media to communicate with Board.

Chair Ervin mentioned that the Performance Accountability Committee met for its first meeting on September 7, 2011.

Meeting adjourned at 9:05 am.