



**WORKFORCE BOARD LEHIGH VALLEY MINUTES  
TUESDAY, DECEMBER 11, 2018**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, December 11, 2018 at 7:30am, 555 Union Boulevard, Allentown.

**Members present:** Danielle Adams, Paul Anthony, Ann Bieber(via phone), Jane Brooks, Don Cunningham, Mark Erickson, Tom Fiorini, Vito Gallo, Laurie Hackett, Pat Hartwell, Ellen Kingsley, Janice Komisor, Connie Kreitz, Kevin Lott, John MacDonald, Denise Maiatico, Robert McNamara, Tim Mulligan, Jim Nichols, Carol Obando-Derstine, Keith Reynolds, Sharon Scheirer, Susan Storm (via phone), and Carol Young.

**Guests present:** Phillips Armstrong, Lehigh County Executive, Becky Bartlett, County of Northampton, Dave Marakovits and Jeff Doebeck, Buckno & Lisicky Co., Michelle Griffin-Young, Greater Lehigh Valley Chamber of Commerce, Connor Corpora, representing State Senator Bob Casey, State Representative Zach Mako, Steven Strella, representing State Representative Zach Mako, State Representative Jeanne McNeill, and Bill Royer representing State Representative Ryan Mackenzie.

**Staff present:** Nancy Dischinat, William Bartle, Marie Beacher, Cindy Evans, Gina Kormanik, John Haupt, Lillian Rodriguez, Nanse Wolfington, and PA CareerLink® Lehigh Valley staff.

Vice Chair, Laurie Hackett welcomed all to the December 11, 2018 Board meeting.

**1. WELCOME AND INTRODUCTION OF GUESTS**

Gina Kormanik introduced Michelle Merhottein, Senior Human Resources Business Partner, FedEx Ground. Michelle talked about their partnership with the Workforce Board Lehigh Valley who served as their workforce intermediary with PA CareerLink® Lehigh Valley to help them meet their significant workforce demands to operate their new Hub and to develop a customized workforce development strategy to recruit, screen and hire more than 1,000 workers with an hourly rate of \$15.25/hr. FedEx Ground and the WBLV facilitated facilitated discussions with LANTA leadership, resulting in increased bus services, expanded hours of bus service and the placement of a bus stop at the front door of their new Lehigh Valley Hub.

Nancy Dischinat reported on two new grants including the Department of Human Services Innovation Grant/St. Luke' Sacred Heart Campus and Workforce Innovation Funds for Career Pathways.

**2. ACTION REQUIRED**

*September 11, 2018 Minutes*

***ACTION: Vito Gallo motioned, Connie Kreitz seconded and all approved the September 11, 2018 as presented.***

*Finance Report*

John MacDonald reported on the Finance Committee report, which included the Projected Funding Sources for Program Year 2018 and the Statement of Projected Revenue for the period of July 1, 2018 to June 3, 2019.

***ACTION: Tim Mulligan motioned, Ellen Kingsley seconded and all approved the Finance Report for Program Year 2018 as presented.***

*Draft Audit Report 2017-2018*

Dave Marakovits from Buckno Lisicky and Co. reviewed the Draft Financial and Single Audit Reports for the period of July 1, 2017 to June 30, 2018 including: Independent Auditor's Report Financial Statements Auditor's Responsibility Opinions, Other Matters, Other Information, Management's Discussion and Analysis, Basic Financial Statements, Governmental Fund Balance Sheet and Statement of Net Position. Other Reporting Required by Government Auditing Standards, Internal Control over Financial Reporting and Compliance. Mr. Marakovits thanked Marie Beacher and her staff for providing documentation needed to complete the audit. Mr. Marakovits reported that there were No material weaknesses or significant deficiencies found.

***ACTION: Tom Fiorini motioned, Pat Hartwell seconded and all approved the Draft Audit Report for Program Year 2017-2018 as presented.***

William Bartle reported on the following Policies:

*WIOA Adult and Dislocated Worker Participant Eligibility and WIOA Incumbent Worker Eligibility Policy*

**The following items were added to the new WIOA Adult and Dislocated Worker and WIOA Incumbent Worker Eligibility Policy:**

- General eligibility requirement now includes verifying Social Security Number and residency
- Incumbent Worker eligibility
- Specific documents needed to verify eligibility for WIOA Adults, Dislocated Workers, Incumbent Workers, and Disaster Grant
- Definition of Basic Career Services and Individualized Career Services
- Parties responsible for determining eligibility
- Definition of Veteran Priority of Service
- Verifying Veteran Status
- Exemption of Military Service-Related Income
- Serving Separating Service Members with Dislocated Worker Funds

**The following items were removed from the Eligibility policy:**

- WIOA In-School Youth and Out-of-School Youth eligibility
- 5% Eligibility Exception Rule for WIOA In-School Youth and Out-of-School Youth programs
- Self-Certification Determination and Verification Procedures

***ACTION: Ellen Kingsley motioned, Connie Kreitz seconded and all approved the added and removal items to the WIOA Adult and Dislocated Worker Participant Eligibility and WIOA Incumbent Worker Eligibility Policy as presented.***

Work-Based Training Policy Revision – Effective as of December 11, 2018

**References:** Workforce Innovation and Opportunity Act of 2014 (WIOA)  
Training and Employment Guidance Letter (TEGL) WIOA 3-15  
Training and Employment Guidance Letter (TEGL) WIOA 02-07  
Training Employment Notice (TEN) 13-12

**Purpose:** This policy establishes criteria for work-based trainings for Adults, Dislocated Workers, and Youth.

**Policy Change:** Work experience participants will be paid through the WBLV at a minimum of ~~\$8.50/hour~~ \$10.35/hour. The WBLV will serve as the employer of record.

**ACTION:** *Ellen Kingsley motioned, Connie Kreitz seconded and all approved the changes to the Work-Based Training Policy as presented.*

Individual Training Account Policy

**Individual Training Account Policy- Effective as of December 11, 2018**

**References:** Workforce Innovation and Opportunity Act of 2014 (WIOA)  
Training and Employment Guidance Letter (TEGL) WIOA No. 3-15  
Training and Employment Guidance Letter (TEGL) WIOA No. 26-13

**Purpose:**

The purpose of this policy is to establish criteria for eligible dislocated workers, adults and eligible youth to access training funds through an Individual Training Account (ITA).

**Policy Change:**

Participants must **be in-school youth, or** have a high school diploma or GED to request occupational skills training and complete an approved assessment before requesting training.

**ACTION:** *Ellen Kingsley motioned, Connie Kreitz seconded and all approved the added changed to add in-school youth in the Individual Training Account Policy as presented.*

Business and Policy Committee Description

Keith Reynolds reported on the new Committee Description for the Business and Policy Committee as follows: The Committee engages the private sector to provide strategies on business and policy issues focused on workforce intelligence, labor market data, business workforce needs, skills shortages, career pathways, talent supply that impact the workforce.

The Committee recommends implementation of strategies that build a strong collaborative environment based on private sector labor market demands.

The Committee also educates and informs community stakeholders on legislative workforce issues and makes recommendations to the Board concerning workforce policy.

**ACTION:** *Carol Obando-Derstine motioned, Kevin Lott seconded and all approved the new Business and Policy Committee Description as presented.*

Sisters in the Brotherhood Request for Information for out-of-school

Nancy Dischinat reported on the Request for Information on Innovative Education and Employment Strategies for Out-of-School Youth ages 17-24 with a grant total up to

\$500,000. Sisters in the Brotherhood will provide a six-week pre-apprenticeship program that will prepare ten women to become registered carpenter apprentices. The 40-hours per week course trains women in a variety of in-class curriculum and hands-on training in mathematics, occupational safety and hazards, hand/power tool training and job site culture.

***ACTION: Ellen Kingsley motioned, Keith Reynolds seconded, and all approved to move forward to the full Board for Sisters in the Brotherhood Request for Information. Kevin Lott abstained.***

*Linking Pre-Employment Activities Program (LEAP) Transfer*

William Bartle reported on changes to the Linking Pre-Employment Activities Program staffing and WBLV submitted a proposal to have the program extended for an additional three years and PA CareerLink® Lehigh Valley oversee the program.

***ACTION: Connie Kreitz motioned, Tom Fiorini seconded and all approved to transfer over the LEAP program to PA CareerLink® Lehigh Valley.***

**3. THE POLITICAL LANDSCAPE**

Michelle Griffin-Young gave a presentation on political changes including the breakdown of Congress following the November election with Republicans having control of the senate and Democrats having control of the House. Senator Casey holds onto his seat, Representative Susan Wild defeats Marty Nothstein, and Governor Wolf defeated Scott Wagner.

**4. COMMITTEE REPORT AGENDAS**

Nancy Dischinat reported that the committee meeting agendas were sent to the Board for their review prior to the Board meeting.

**5. EXECUTIVE DIRECTOR'S REPORT**

Nancy Dischinat gave the Executive Director's report which included the following:

*Current Grants*

- State Apprenticeship Grants
- Northampton County LEAP
- Fundamentals of Manufacturing Certification Program
- Lehigh Valley Economic Development Engage Grant
- Strategic Innovation Funds Program for Innovative PREParations Grant continuation
- Strategic Innovation Fund for Program Year 2017
- Business-education Partnership Grant, Best Practices in Education!
- Teacher in the Workplace Grant
- 2018 State/Local Internship Program
- WIOA Sector Partnership CRISP 2
- Workforce Innovation Funds, Micro-Credentials Grant

*New Grants*

- Business-Education Partnership Grant – Career Linking Class
- City of Allentown, CDBG Grant – Allentown Employment and Training Center
- State Apprenticeship Expansion Grant
- Trade and Economic Transition National Dislocated Worker Grant
- PAsmart New Workforce Initiative

- 2019 State/Local Internship Program
- 2019 Teacher in the Workplace Grant
- Air Products Foundation

Strategic Workforce Development

- Compliance and Monitoring Reports – Nanse Wolfing gave an update on the Fourth Quarter Program Year 2017 Performance Outcomes showing that we met and achieved the goals for Adult, Dislocated Workers, and Youth
- Meet and Greet, Bureau of Workforce Development Administration Leadership with Dan Kuba, Director, Michael White, Supervisor/Policy Coordination, Gregory Hart, Supervisor/Oversight Services
- Request for Information (RFI) Innovative Ideas for Out-of-school Youth
- Colonial Intermediate Unit 20, Northampton County Career Readiness Plan
- Seifi Ghasemi Youth Impact Award
- Educational Improvement Tax Credit
- Goundie House, CareerLinking Academy
- SkillsUSA Council Sponsorship
- PA CareerLink® Lehigh Valley Job and Labor Market Landscape including: Workforce Snapshot, Business Growth/Right-sizing, Fast Facts, Trade Act Training, UC Phone Traffic, Job Fair Report and Satellite Activities

**6. OTHER BUSINESS/ADJOURNMENT**

Nancy Dischinat reported that William Bartle is retiring as of December 14, 2018 and thanked him for his services with the Workforce Board Lehigh Valley.

Laurie Hackett reported the Executive Committee had a discussion on the Board members attendance and to ensure that WBLV By-Laws are being followed. The Committee will also inform County Executives in regards to Board member attendance.

**Adjournment** – A motion to adjourn the meeting at 8:50 a.m. was made by Keith Reynolds, seconded by Jane Brooks, all approved.