



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, JUNE 9, 2020
555 UNION BOULEVARD, ALLENTOWN, PA
8:00 A.M.**

AGENDA

- 1. Welcome and Pledge of Allegiance**
- 2. Recognition of Board Members' Service and Introduction of New Board Member**
- 3. Action Required**
 - Approval of March 10, 2020 Minutes – **Attachment 1**
 - Finance Report, Program Year 2019-2020 – **Attachment 2**
 - Resource Sharing Agreement Operations Budget Modification, Program Year 2019-2020 – **Attachment 3**
 - Projected Revenue and Spending Plan, Program Year 2020-2021 – **Attachment 4**
 - Resource Sharing Agreement Operations Budget, Program Year 2020-2021 – **Attachment 5**
 - Approval of Audit Services – **Attachment 6**
 - PA CareerLink® Lehigh Valley Comprehensive and Satellites Site Certifications – **Attachment 7**
 - One-Stop Operator Extension – **Attachment 8**
- 4. 2020-2021 WBLV Board of Directors**
- 5. Committee Meetings**
 - Lehigh Valley Business-Education Partnership
 - Workforce Solutions, Accountability and Compliance
 - Business and Policy
 - Youth Council
- 6. Grants**
- 7. Outreach**
- 8. Re-Opening Plan**
- 9. Other/Adjournment**

NEXT MEETING: TUESDAY, SEPTEMBER 1, 2020 AT 7:30 A.M.

VISION

The Lehigh Valley has a world-class workforce.



**WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES
TUESDAY, MARCH 10, 2020**

The Workforce Board Lehigh Valley (WBLV) Board meeting was held on Tuesday, March 10, 2020 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Danielle Adams, Paul Anthony, Ann Bieber (via phone), Jane Brooks, Catherine Campanaro, Laurie Hackett, Patricia Hartwell, Connie Kreitz, Kurt Landes, Denise Maiatico, Lisa Nesbitt, Carol Obando-Derstine, Owen O’Neill (via phone), Stephen Patterson, Keith Reynolds, Susan Storm, Larry Wiersch, David Wolff and Carol Young (via phone).

Guests Present: Phillips Armstrong, Lehigh County Executive, Stephen Strella, representing Representative Zach Mako, Michael Dee, representing Representative Jeanne McNeill, Bill Royer representing Representative Ryan Mackenzie, Megan Beste representing Congresswoman Susan Wild, Brittney Waylen and Matt Powell, Greater Lehigh Valley Chamber of Commerce, and Marybeth Ferguson from Bureau of Workforce Development Partnership.

Staff present: Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Nanse Wolfington, John Haupt and PA CareerLink® Lehigh Valley Staff.

Larry Wiersch welcomed all to the March 10, 2020 Workforce Board Lehigh Valley Board meeting.

Action Required

December 10, 2019 Minutes

ACTION: Keith Reynolds motioned, Carol Obando-Derstine seconded and all approved the December 10, 2019 minutes as presented.

Approval of Draft Audit

Dave Marakovits from Buckno Lisicky & Company reviewed the Workforce Board Lehigh Valley Financial and Single Audit Reports for Program Year 2018 including Financial Statements and Supplementary Information, Management’s Discussion and Analysis, Basic Financial Statements, Required Supplementary Information, Other Supplementary Information, Agreed Upon Procedures, Other Information, Independent Auditor’s Report on Internal Control, Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance and Schedule of Findings and Questioned Costs. Mr. Marakovits reported that there were no findings, no material weaknesses or significant deficiencies found.

ACTION: Connie Kreitz motioned, Kurt Landes seconded, all approved the Financial and Single Audit Reports as presented.

2019-2020 Finance Reports

Steve Patterson reviewed the Finance Committee reports, including the Projected Funding Sources for Formula Funds, Discretionary Funds and Other Funds for Program Year 2019 and the Statement of Projected Revenue for the period of July 1, 2019 to June 30, 2020.

ACTION: Keith Reynolds motioned, Kurt Landes seconded, all approved the Finance Reports for Program Year 2019 as presented.

Approval of WBLV Program Services Provider Agreement Renewals

Nancy Dischinat reviewed the following Agreement Renewals and discussed the current costs of the programs. Renewals are subject to funding availability and negotiations.

Educational Data Systems Inc. (EDSI) (Title I Service Provider and Out-of-School Youth)

EDSI was originally executed on June 30, 2017 to provide job placement services for WIOA Title I Adults and Dislocated Workers; WIOA Out-of-School Youth; Employment Advancement and Retention Network (EARN); and discretionary grants. The Agreement allowed for EDSI to be renewed for three (3) additional one year terms contingent upon performance and WBLV Board approval. The renewal for Program Year 2020 (July 1, 2020 – June 30, 2021) will be EDSI's third and last renewal.

ACTION: Carol Obando-Derstine motioned, Connie Kreitz seconded and all approved to renew EDSI for their Title I WIOA, EARN, and Out-of-School Youth program for Program Year July 1, 2020 to June 30, 2021 as presented.

Penn State Lehigh Valley (Year-Round In-School Youth)

Penn State Lehigh Valley was originally executed on January 28, 2014 to provide career readiness workshops and a three (3) college-credit course to introduce the principles of effective public speaking for eligible In-School Youth that meet the requirements of Temporary Assistance for Needy Families (TANF). The Agreement allowed for Penn State Lehigh Valley to be renewed for seven (7) additional one year terms contingent upon performance and WBLV Board approval. The renewal for Program Year 2020 (July 1, 2020 – June 30, 2021) will be Penn State Lehigh Valley's fifth renewal. After this renewal, Penn State Lehigh Valley will have two (2) one year terms allowed.

ACTION: Laurie Hackett motioned, Stephen Patterson seconded and all approved to renew Penn State Lehigh Valley Year-Round In-School Youth program for Program Year July 1, 2020 to June 30, 2021 as presented.

ProJeCt of Easton (Out-of-School Youth)

ProJeCt of Easton was originally executed on August 1, 2018 to provide job placement services for eligible WIOA Out-of-School Youth that have not completed high school or obtained a GED. The Agreement allowed for ProJeCt of Easton to be renewed for three (3) additional one year terms contingent upon performance and WBLV Board approval. The renewal for Program Year 2020 (July 1, 2020 – June 30, 2021) will be ProJeCt of Easton's second renewal. After this renewal, ProJeCt of Easton will have one (1) one-year term allowed.

ACTION: Patricia Hartwell motioned, Kurt Landes seconded and all approved to renew ProJeCt of Easton Out-of-School Youth program for Program Year July 1, 2020 to June 30, 2021 as presented.

St. Luke's Hospital of Bethlehem (Out-of-School Youth)

St. Luke's Hospital of Bethlehem was originally executed on June 19, 2017 to provide employability skills workshops and work experience within the hospital network to eligible WIOA Out-of-School Youth that are pregnant or parenting. The Agreement allowed for St. Luke's Hospital of Bethlehem to be renewed for three (3) additional one year terms contingent

upon performance and WBLV Board approval. The renewal for Program Year 2020 (July 1, 2020 – June 30, 2021) will be St. Luke's Hospital of Bethlehem's third and last renewal.

ACTION: Connie Kreitz motioned, Stephen Patterson seconded and all approved to renew St. Luke's Hospital Out-of-School Youth program for Program Year July 1, 2020 to June 30, 2021 as presented.

St. Luke's Hospital of Bethlehem (Year-Round In-School Youth)

St. Luke's Hospital of Bethlehem was originally executed on July 1, 2014 to provide employability skills workshops and a ten (10) to fifteen (15) hour work experience within the hospital network to eligible In-School Youth that meet the requirements of Temporary Assistance for Needy Families (TANF). The Agreement allowed for St. Luke's Hospital of Bethlehem to be renewed for seven (7) additional one year terms contingent upon performance and WBLV Board approval. The renewal for Program Year 2020 (July 1, 2020 – June 30, 2021) will be St. Luke's Hospital of Bethlehem's fifth renewal. After this renewal, St. Luke's of Bethlehem will have two (2) one-year terms allowed.

ACTION: Keith Reynolds motioned, Carol Obando-Derstine seconded and all approved to renew St. Luke's Hospital Year-Round In-School Youth program for Program Year July 1, 2020 to June 30, 2021 as presented.

Request for Proposals Quotes

Nancy Dischinat reviewed the following Request for Proposals Quotes. Current contract costs were reviewed for discussion purposes.

Summer Work Experience Program for Temporary Assistance for Needy Families (TANF) In-School Youth

The Summer Work Experience Programs for TANF In-School Youth were originally started in Summer 2016. The Agreements allowed for the providers to be renewed for three (3) successive summers contingent upon the availability of funds. Program Year 2018 (Summer 2019) was the third and last renewal of the summer work experience programs. A Request for Proposal was publically released February 18, 2020 to contract for Program Year 2019 (Summer 2020: May 1, 2020 to September 30, 2020). Submission deadline for proposals is March 13, 2020.

NO ACTION REQUIRED: This was presented for the WBLV's information only and no action was required.

One-Stop Operator

The Greater Lehigh Valley Chamber, through a Request for Proposal, were selected and approved to be the One-Stop Operator for PA CareerLink® Lehigh Valley in June 2017. The Agreement allowed for the Greater Lehigh Valley Chamber of Commerce to be renewed for two (2) one year terms contingent upon performance and WBLV Board approval. The renewal for Program Year 2019 (July 1, 2019 – June 30, 2020) was the second and last renewal for the Greater Lehigh Valley Chamber of Commerce. A Request for Proposal will have to be publically released to contract for Program Year 2020 (July 1, 2020 – June 30, 2021).

ACTION: Patricia Hartwell motioned, Jane Brooks seconded and all approved to releasing a Request for Proposal for the On-Stop Operator for Program Year July 1, 2020 to June 30, 2021 as presented.

Innovative Ideas and Strategies for Youth Ages 16-24

This Request for Innovative Ideas and Strategies is to invite training providers, career and technical schools, community colleges, the education community, employers, business associations, trade associations, unions, community-based organizations, chambers of commerce, economic development agencies, and other interested parties to submit innovative ideas and strategies to provide youth, between the ages of 16-24, the skills needed to prepare them for education, training, and employment. The targeted population of this Request will be economically disadvantaged youth residing in Lehigh and Northampton Counties with barriers to education, training, and employment.

RESULT: It was reported that the Executive Committee recommended that a subcommittee be formed to further explore this issue and determined that no action was needed at this time. The following Executive Committee members agreed to serve on the subcommittee: Larry Wiersch, Laurie Hackett, and Jane Brooks.

Audit Services

This Request for Quotes (RFQ) is to contract for a financial and compliance audit for the next three (3) audit periods one year at a time. Each period will be renewable based upon WBLV Board approval. A Request for Quotes will be publically released to contract for the first audit period will be July 1, 2019 through June 30, 2020

ACTION: Stephen Patterson motioned, Connie Kreitz seconded, and all approved to releasing a Release for Quotes for Audit Services for Program Year July 1, 2019 to June 30, 2020 audit period as presented.

WBLV Slate of Officers

Nancy Dischinat reviewed the recommended Workforce Board Lehigh Valley Slate of Officers for a two-year term beginning July 1, 2020 to June 30, 2022. The following are the recommendations from the Nominating Committee.

Chair: Laurie Hackett, Director of Community Relations and Philanthropy, Air Products
 Vice Chair: Keith Reynolds, President, Reynolds Business Systems
 Treasurer: Stephen Patterson, Senior Vice President, Fulton Bank
 Secretary: Jane Brooks: Regional Manager, Community Affairs, Highmark Blue Shield
 Ex-Officio: Larry Wiersch, CEO, Cetronia Ambulance Corps

ACTION: Carol Obando-Derstine motioned, Kurt Landes seconded, and all approved the Slate of Officers for July 1, 2020 through June 30, 2022 as presented. Laurie Hackett, Keith Reynolds and Jane Brooks abstained.

WBLV By-Laws Attendance

Nancy Dischinat reviewed the WBLV By-Laws Attendance as follows, as approved by the Executive Committee:

Should a Director have three ~~unexcused~~ absences within a fiscal year they shall be considered as having defacto resigned and the CEO who appointed the Director shall be informed so that they may appoint an individual to fill the vacancy. ~~An unexcused absence occurs when a Director does not provide advance notice to the Chair or to the Executive Director that they will be unable to attend a regularly scheduled meeting in person, or by phone.~~

ACTION: Connie Kreitz motioned, and Danielle Adams seconded and all approved the changes to the By –Laws as presented.

Work-Based Training Policy Revisions

Nancy Dischinat reviewed the Work-Based Training Policy with the following revisions:

Procedure:

General Work-Based Training Eligibility

- ~~Youth~~ Work Experience is exempt from the weekly work hours, S.V.P., and long-term employment requirement.
- Work-Based Training funds used for OJTs, Apprenticeships, Paid Work Experience, ~~Transitional Jobs~~ and Incumbent Workers may only be used for occupations that are considered High Priority Occupations (HPO) or occupations in a Targeted Industry Cluster as identified by the WBLV.
- ~~Work-Based Training funds used for Transitional Jobs and Paid Work Experience may only be used for occupations that are considered HPO or occupations in a Targeted Industry Cluster as identified by the WBLV.~~

Transitional Jobs

~~Transitional Jobs will be available to participants of the PA CareerLink® Lehigh Valley to provide limited, subsidized work experience for individuals with chronic unemployment or inconsistent/limited work history.~~

~~The maximum transitional subsidized employment length shall be 500 hours.~~

~~The maximum hourly wage on which the employer's transitional employment cost reimbursement calculation is based on Pennsylvania's current mean (average) hourly wage as reported by the Bureau of Labor Statistics.~~

~~The transitional employment unit price will be paid only for the actual hours the employee is engaged in productive work which provides knowledge and skills essential to the full and adequate performance of the job. Shift differentials, overtime, premium pay and other non-regular wages, non-on-the-job training time, and classroom training hours will not be considered for payment.~~

~~The minimum acceptable starting wage for a transitional job is \$10.15 per hour.~~

ACTION: Jane Brooks motioned, Keith Reynolds seconded, and all approved the changes to the Work-Based Training Policy as presented.

Discussion Items

Nancy Dischinat reviewed the Memoranda of Understanding with One-Stop Partners within the workforce system and is currently in the process of drafting new Memoranda of Understanding for the one-stop partners. She also reviewed the Participant Incentives and Participant Support Services. No action needed at this time; research is being conducted on this topic and this will be on the agenda for the Special Board Meeting to be scheduled in April.

Monitoring Report

Nancy Dischinat reported that the 2nd Quarter WIOA Title I Performance Outcomes for Program Year 2019 has been met.

Grants/Initiatives Update

Nancy Dischinat gave an update on the following grants and initiatives:

Youth Reentry Demonstration Grant, PA Academic Career and Technical Training, Recovery to Work, The Century Fund, State/Local Internship Program (SLIP), Manufacturing Industry Consortium Apprenticeship Program Grant, Next Generation Healthcare Industry Partnership Grant, Next Generation Manufacturing and Supply Chain Grant, Teacher In the Workplace/ Advancing Grants and Bosch Community Fund Grant.

Executive Director's Report

Nancy Dischinat presented the Executive Director's Report including:

- 2019 Governor's Annual Report
- Slate Belt Employment and Training Center
- Jobs Trees for High Schools
- 2020 State of the County Executive's Sponsorships
- Congresswoman Susan Wild Registered Apprenticeship Employer Roundtable
- Medical Assistance MA Works Testimony
- What's So Cool About Manufacturing Event
- Keystone Economic Development and Workforce Command Center Annual Report
- Education and Talent Supply Study 2020
- Eastern PA Hiring Expo Event
- Chamber Veterans & Military Council Events
- Rapid Response Services Activity Reports
- PA CareerLink® Lehigh Valley Job and Labor Market Landscape Workforce Snapshot, Business Growth/Rightsizing, Fast Facts, Trade Act, Unemployment Compensation, PA CareerLink® Lehigh Valley Job Fair Report, and the PA CareerLink® Satellites Activity.

Committee Meeting Agendas

Committee Meeting Agendas were provided in the Board packet for review.

Other Business/Adjournment

With no further business, a motion to adjourn the meeting was made by Stephen Patterson, seconded by Laurie Hackett at 9:00 a.m., and all approved.