



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING  
TUESDAY, SEPTEMBER 1, 2020  
8:00 A.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/82890519571?pwd=bFk1cVhmU2xQWTI5S3hqSEE2YjdMdz09>

Meeting ID: 828 9051 9571 | Password: 508305

**AGENDA**

1. **Welcome and Introductions**
2. **Action Required**
  - Approval of June 9, 2020 Minutes – **Attachment 1**
  - Finance Report, Program Year 2020-2021 – **Attachment 2**
    - Transfer of Funds – **Attachment 3**
    - Request for Proposal Youth Programming – **On Screen**
  - Negotiated Performance Standards – **Attachment 4**
  - Individual Training Account Policy Revision – **Attachment 5**
  - Supportive Services/Incentives Policy Revision – **Attachment 6**
  - 2020 High Priority Occupations List – **Attachment 7**
  - Request for Proposal Employer Videos/Career Pathways – **On Screen**
  - Request for Proposal Language Skills Study – **On Screen**
3. **2020-2021 WBLV Board of Directors/New Board Members**
4. **PA CareerLink® Lehigh Valley COVID-19 Status**
5. **Grants**
6. **Initiatives**
7. **Committee Reports**
8. **Other/Adjournment**

**NEXT MEETING: TUESDAY, DECEMBER 8, 2020 AT 8:00 A.M.**

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**VISION**

The Lehigh Valley has a world-class workforce



**WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES  
TUESDAY, JUNE 9, 2020**

The Workforce Board Lehigh Valley (WBLV) Board meeting held on Tuesday, June 9, 2020 at 9:00am, via Zoom due to COVID-19.

**Members present:** Danielle Adams, Catherine Bailey, Ann Bieber, Catherine Campanaro, Don Cunningham, Mark Erickson, Marybeth Ferguson, Laurie Hackett, Patricia Hartwell, Joseph Kovalchik, Kurt Landes, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Owen O’Neill, Stephen Patterson, Morten Rasmussen, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm, Larry Wiersch, David Wolff and Carol Young.

**Guests Present:** Phillips Armstrong, Lehigh County Executive, Stephen Stella representing Representative Zach Mako, Bill Royer representing Representative Ryan Mackenzie, Marta Gabriel representing Pat Toomey, Connor Corpora representing Senator Bob Casey, and Michelle Griffin, Brittney Waylen, Matt Powell of Greater Lehigh Valley Chamber of Commerce.

**Staff present:** Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Nanse Wolfington, Venessa Rivera, PA CareerLink® Lehigh Valley Staff Sue Griffith, and Mike Dopkin.

Larry Wiersch welcomed all to the June 9, 2020 Workforce Board Lehigh Valley Board meeting via Zoom due to COVID-19.

**Recognition of Board Members’ Service**

Nancy Dischinat read plaques recognizing and acknowledging Larry Wiersch for his two-year service as Board Chair, John MacDonald for his six years as Chair to the Finance Committee and thanked Patricia Hartwell for her 11 years of serving on the Workforce Board. Nancy also introduced new Board Morten Rasmussen of B. Braun Medical Inc.

**Action Required**

**March 10, 2020 Minutes**

***ACTION: Catherine Bailey motioned, Timothy Mulligan seconded and all approved the March 10, 2020 minutes as presented. Let the minutes reflect that Sharon Scheirer was in attendance at the March 10, 2020 Board meeting which had been omitted previously. No abstentions.***

**2019-2020 Finance Reports**

John MacDonald 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: Stephen Patterson motioned, Laurie Hackett seconded, all approved the Finance Reports for Program Year 2019 as presented. No abstentions.***

**Resource Sharing Agreement Operations Budget Modification for 2019-2020**

John MacDonald reviewed the Resource Sharing Agreement Operations Budget Modification Budget to adjust partners contribution share for Program Year 2019.

***ACTION: Mark Erickson motioned, Patricia Hartwell seconded and all approved the additional contribution share for Program Year 2019. No abstentions***

***Projected Revenue and Spending Plan, for 2020-2021***

John MacDonald reviewed the Formula Funds, Discretionary and Other Funds.

***ACTION: Larry Wiersch motioned, David Wolff seconded, all approved the Finance Reports for Program Year 2020 as presented. No abstentions.***

***Resource Sharing Agreement Operations Budget for 2020-2021***

John MacDonald reviewed the Resource Sharing Agreement Operations Budget for Program Year 2020-2021 as presented.

***ACTION: Laurie Hackett, motioned, Patricia Hartwell seconded, all approved the Program Year 2020-2021 Resource Sharing Agreement Operations Budget as presented. No abstentions.***

**Request for Audit Services**

Marie Beacher reported a public notice was posted on May 6, 2020 with a Request for Quote submission deadline of May 25, 2020. WBLV received two Request for Quotes: Buckno Lisicky & Co. with a cost of \$17,500 and Frey & Company with a cost of \$25,000. Marie Beacher thanked the Review Committee, which consisted of Ann Bieber, John MacDonald and Stephen Patterson. The Review Committee is recommending Buckno Lisicky & Co. to perform the WBLV auditing services for Program Year 2019.

***ACTION: Mark Erickson motioned, Keith Reynolds seconded and all approved the firm of Buckno Lisicky & Co. to perform audit services for the period of June 1, 2019 to June 30, 2020. No abstentions.***

**PA CareerLink® Lehigh Valley Comprehensive and Satellite Site Certification**

Nanse Wolfington reported on the site certifications for the PA CareerLink® Lehigh Valley Comprehensive Center and the four Satellite Centers of Allentown Employment and Training Center, St. Luke's Sacred Heart Campus, Bethlehem Employment and Training Center, and Easton Employment and Training Center. She has assessed and reevaluated the Certification Criteria, Functions and Continuous Improvement for each site.

***ACTION: Stephen Patterson motioned, Patricia Hartwell seconded, and all approved the PA CareerLink® Lehigh Valley Comprehensive and Satellite Site Certifications as presented for a three year period from July 1, 2020 to June 30, 2023. No abstentions.***

**One-Stop Operator Extension**

Nancy Dischinat reported on the One-Stop Operator extension contract with the Greater Lehigh Valley Chamber of Commerce and are requesting to extend the contract for one year, after which the WBLV will issue a new Request for Proposal.

***ACTION: Kurt Landes motioned, Denise Maiatico seconded, all approved the one-year Extension for the One-Stop Operator for Program Year 2020-2021. No abstentions.***

**WBLV Slate of Officers**

Nancy Dischinat reviewed the Workforce Board Lehigh Valley Slate of Officers for a two-year term beginning July 1, 2020 to June 30, 2022, as follows:

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

Nancy also reported on the Workforce Board of Directors. Carol Obando-Dertine has resigned due to a change in her position at PPL. Jane George was recommended to fill Carol's remaining term.

**Committee Meetings****Lehigh Valley Business-Education Partnership**

The WBLV submitted two Teacher In the Workplace grants to the PA Department of Labor and Industry in December 2019. The first grant was submitted for \$82,000 with Lehigh Carbon Community College (LCCC) for 48 teachers from Allentown School District, Parkland School District and LCCC to visit workplaces to increase their understanding of business and industry's skill demands and integrate their experiences into curricula. The second was \$93,326, a partnership with Carbon Lehigh Intermediate Unit #21 that proposed to involve 23 teachers from Lehigh County School Districts in grades 4 through 7 who would visit workplaces to increase their knowledge of career pathways, employability skills, education and training options, and integrate experiences into their instruction.

Due to COVID-19 and the state's need to recapture funding, we were informed on May 29, 2020 that both grants were rescinded by Labor and Industry stating: "At this time, the funding to support this grant opportunity is no longer available. The application submissions will be retained in the event that funding again becomes available."

**Workforce Solutions, Accountability and Compliance****Monitoring Report**

Nanse Wolfington reported on the Monitoring Report 3<sup>rd</sup> Quarter Program Year 2019 Year-to-Date Workforce Innovation and Opportunity Act (WIOA) Title I Performance Outcomes. Our Contract and Compliance specialist, Nanse Wolfington, closely monitors performance for Adults, Dislocated Workers, and Youth in our system, and measures how many people got jobs, what they earned, how many attained credentials and skills, and the overall program score. The green checkmark on this report signifies that we achieved a successful average program score for our system's scorecard.

**Memorandum of Understanding**

WBLV is currently in negotiation with the One-Stop Partners to renew their Memoranda of Understanding for an additional three years. One-Stop Partners share the cost of the workforce system, as shown on the Resource Sharing Agreement. One-Stop Partners include: PA Department of Labor and Industry/Bureau of Workforce Partnership/Operations, PA Department of Labor and Industry/Unemployment Compensation, PA Department of Labor and Industry/Department of Human Services, PA Department of Labor and Industry/Office of Vocational Rehabilitation, PA Department of Community and Economic Development, Educational Data Systems Inc. (EDSI)/ Title I/Temporary Assistance for Needy Families (TANF)/Employment Advancement and Retention Network (EARN), AARP Foundation, Lehigh Carbon Community College. Northampton Community College, and Lehigh Career & Technical Institute.

Linking Employment Activities Pre-release (LEAP)

Sue Griffith reported on the LEAP program including the drop in recidivism rates. As of March 18 2020, Northampton County Executive Lamont McClure has suspended operation of the LEAP program in the Northampton County Jail due to the COVID-19 pandemic.

Job and Labor Market Data

Gina Kormanik reported on the following data:

- Unemployment Rates - United States 14.7 % (published May 8), Pennsylvania 15.1 % (published May 22), Lehigh Valley 5.8 % (published April 28)
- Unemployment Compensation: 48,832 Lehigh County and Northampton County Claims, based on four-week average as of May 16, 2020
- Workforce Snapshot
- Rapid Response Activity Report
- PA CareerLink® Lehigh Valley Jobs Portal
- Lehigh Valley Occupational Wages
- Lehigh Valley Business Ownership Demographics

Business and Policy

Nancy Dischinat reported that the WBLV published a Request for Quotes for Video Services with proposals received from eMedia and 3Seed Marketing.

Michelle Griffin-Young reported on the Virtual Engage! Employer Roundtables for the following industries: Professional, Scientific, Technical Services, Finance and Insurance and the upcoming Health Care and Energy and Environment roundtables.

Youth Council

Nancy Dischinat reported on the State/Local Internship Program (SLIP) program which kicked-off May 1, 2020 and was initially to end on August 30<sup>th</sup>; however, the state recently extended the end date to October 30, 2020. To date, 17 positions are filled and to increase business participation, the employer contribution of \$800 per intern is changed to an in-kind contribution where the employer assigns a supervisor who will dedicate thirty percent of their time to the intern.

Youth Reentry Demonstration

Nancy Dischinat reported on program development and targeted outreach efforts for the Youth Reentry Demonstration Project for young adults between the ages of 18-24. Meetings were facilitated with Northampton County Adult Probation and Parole, Northampton County Juvenile Probation, and Lehigh County Juvenile Probation and have expanded networking efforts to include Judge Daily, Judge Koury and magistrate offices. To date, two youth are enrolled and referred by Lehigh County Juvenile justice. CareerLink has also developed a Reentry Youth curriculum, available virtually for participants to access and address concerns surrounding their barriers, gaps in employment and soft skills training.

Grants

Nancy Dischinat reported on the following grants: Strategic Innovation Grant, The Century Fund, Bosch Community Fund, and Youth Apprenticeship Readiness.

**Outreach**

- Billboards for Home is Where the Jobs Are outreach effort in partnership with Lehigh Carbon Community and Northampton Community College
- Employer Videos
- Chamber Connections Article

**Post-Pandemic Re-Opening Plan**

- Post-Pandemic Plan: Five-Pronged Strategy for Job Seekers and Employers/COVID-19 resources
- PA CareerLink® Lehigh Valley Remote Services
- Technology for Clients
- Work Experience
- Raise Training Fund Amount

**Other Business/Adjournment**

With no further business, a motion to adjourn the meeting was made by Keith Reynolds, seconded by John MacDonald at 9:40 a.m., and all approved.