



**WORKFORCE BOARD LEHIGH VALLEY MEETING
TUESDAY, SEPTEMBER 10, 2019
555 UNION BOULEVARD, ALLENTOWN, PA
7:30 A.M.**

AGENDA

1. **Welcome and Introduction of Guests**
 - State Representative Peter Schweyer
 - Alan Jennings, Executive Director, Community Action Committee of Lehigh Valley
 - Dan Kuba, Director, PA Department of Labor and Industry Bureau of Workforce Development Administration
2. **New Board Members**
3. **Action Required**
 - Approval of June 11, 2019 Minutes – **Attachment 1**
 - Approval of August 1, 2019 Special Board Meeting Minutes – **Attachment 2**
 - Finance Reports for Program Year 2019-2020 – **Attachment 3**
 - Supportive Services Policy Revision – **Attachment 4**
 - 2019 High Priority Occupations for Lehigh Valley – **Attachment 5**
 - Youth Reentry Demonstration Project – **Attachment 6**
 - City Center Project
 - PA Department of Labor and Industry Grant Request
 - PA CareerLink® Lehigh Valley at St. Luke's Sacred Heart Site Certification
4. **WIOA Multi-Year Regional/Local Plan Modification, 2017-2020**
5. **WBLV Board of Directors, July 1, 2019 – June 30, 2020**
6. **Lehigh Valley Common Measure Performance Standards**
7. **Department of Human Services Employment Advancement and Retention Network (EARN)**
8. **Committees: Workforce Solutions, Business and Policy, Youth CareerFORCE**
9. **Workforce Initiatives**
10. **Executive Director's Report**
11. **Other Business/Adjournment**

Next Meeting: Tuesday, December 3, 2019, 7:30 a.m.

VISION

The Lehigh Valley has a world-class workforce.



**WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES
TUESDAY, JUNE 11, 2019**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, June 11, 2019 at 7:30am, 555 Union Boulevard, Allentown.

Members present: Danielle Adams, Ann Bieber, Laurie Hackett, Patricia Hartwell (via phone), Janice Komisor, Kurt Landes, Kevin Lott, John MacDonald, Robert McNamara, Lisa Nesbitt, Jim Nichols, Carol Obando Derstine, Stephen Patterson, Keith Reynolds, Sharon Scheirer, Susan Storm, Larry Wiersch and Carol Young (via phone).

Guest present: Phillips Armstrong, Lehigh County Executive, Becky Bartlett representing Northampton County Executive Lamont McClure, Michael Dee representing Representative Jean McNeill, Stephen Strella, representing Representative Zach Mako, Connor Corpora representing Senator Bob Casey, Megan Beste representing Congresswoman Susan Wild, Nancy Wilt representing Representative Peter Schweyer, and Rich Cory, BOSCH Rexroth Corporation/Bosch Community Fund.

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

Chair, Larry Wiersch welcomed all and introduced the guest to the June 11, 2019 WBLV Board meeting.

Action Required

March 12, 2019 Minutes

ACTION: Robert McNamara motioned, Laurie Hackett seconded, all approved the March 12, 2019 minutes as presented. Larry Wiersch abstained.

2018-2019 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 30, 2019.

ACTION: Janice Komisor motioned, Ann Bieber seconded, all approved the Finance Report for Program Year 2018 as presented.

2019-2020 Projected Revenue and Spending Plan

John MacDonald reported on the Projected Funding Sources for Program Year 2019 and the Statement of Projected Revenue for the period of July 1, 2019 to June 30, 2020, and Projected Spending Plan by Account.

ACTION: Janice Komisor motioned, Ann Bieber seconded, all approved the 2019-2020 Projected Revenue and Spending Plan as presented.

PA CareerLink® Lehigh Valley Resource Sharing Agreement Operations Budget

John MacDonald gave an update on the One-Stop Partners PA CareerLink® Resource Sharing Agreement Budget infrastructure cost.

ACTION: Lisa Nesbitt motioned, Laurie Hackett seconded, all approved the PA CareerLink® Lehigh Valley One-Stop Partners Resource Sharing Agreement Operations Budget for Program Year 2019-2020.

Workforce Board Lehigh Valley By-Laws

Nancy Dischinat reported on a change to the By-Laws to Section 3.03 Director's and Term of Office:

- C. In the event of a resignation or vacancy prior to the end of a Director's term, the individual appointed to the vacated seat shall be appointed to serve the balance of the vacating Director's term **or a minimum of two years**.
- D. Directors may be ~~re-appointed indefinitely~~ **appointed for an unlimited number** of terms to their seat at the pleasure of the CEOs.

ACTION: Robert McNamara motioned, Kevin Lott seconded, all approved the changes to the By-Laws as presented.

Educational Data Systems, Inc. (EDSI) Title I Career Services for Adults, Dislocated Workers and Employment Advancement and Retention Network (EARN)

Nancy Dischinat reported that during the June 13, 2017 meeting, the Board approved that Educational Data Systems Inc. (EDSI) would serve as the Title I Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN) for one-year with three one-year renewals.

The Title I Operator Agreement with EDSI was executed on June 30, 2017 with an original budget of \$2,854,617.49 (which includes Out-of-School Youth) for the period July 1, 2017 – June 30, 2018.

The Agreement was renewed for a one-year term from July 1, 2018 – June 30, 2019 on June 29, 2018 with a budget of \$3,183,613.16 (which includes Out-of-School Youth).

Currently EDSI has met or exceeded all of their contracted targets except the Adult and Dislocated Worker enrollments and the Youth placements. As of April 30, EDSI has obtained 431 out of the targeted 500 enrollments. Regarding, EDSI has currently met 61% of their placement goal, needing 29 more placements to meet their contracted placement target of 80.

Nancy Dischinat acknowledge EDSI for the great job they do in providing services to the workforce system.

ACTION: Kurt Landes motioned, Sharon Scheirer seconded, all approved EDSI to serve as the Title I Career Services for Adults, Dislocated Workers and EARN for one-year renewal for July 1, 2019 to June 30, 2020 based on the information presented.

Greater Lehigh Valley Chamber of Commerce One-Stop Operator Contract/Renewal

Nancy Dischinat reported on the 2019-2020 One-Stop Operator Contract/Renewal with the Greater Lehigh Valley Chamber of Commerce for a second year.

ACTION: Kevin Lott motioned, Carol Obando-Derstine seconded, all approved the second-year renewal contract with the Greater Lehigh Valley Chamber of Commerce.

Youth Reports

Basic Skills Deficient Assessment: WBLV contractors currently use the Test for Adult Basic Education (TABE) to determine basic skills deficiency; however, TABE assessment is changing and takes five hours. Another assessment is Comprehensive Adult Student Assessment System (CASAS), which takes three hours, is comparable in cost, has an online option that is more user friendly than TABE, is recognized in the Commonwealth Workforce Development System (CWDS) as a service, and the Lehigh Valley Adult Education Providers are using CASAS. Therefore, the Youth Committee reviewed options and recommends that the change to Comprehensive Adult Student Assessment System (CASAS) to determine basic skills deficiency.

ACTION: Robert McNamara motioned, John MacDonald seconded, all approved the change to CASAS Basic Skills Deficient Assessment as presented.

YOUTH Contract Updates

WIOA Out-of-School Youth: Nancy Dischinat reported that the Youth Committee meet on May 22, 2019 and reviewed WIOA Out-of-School Youth (OSY) providers performance and monitoring results for Program Year 2018-2019. The Committee recommends approval of the 2019-2020 renewals of

Out-of-School Youth contracts with the current providers, EDSI, ProJeCt of Easton and St. Luke's Hospital Next Step Program for one-year with three-one year renewal options.

Educational Data Systems Inc. (EDSI)

As background, during the June 13, 2017 meeting, the Board approved Educational Data Systems Inc. (EDSI) to provide services for Out-of-School Youth. The Out-of-School Youth contract with EDSI was executed on June 30, 2017 with an original budget of \$693,256 to provide services from July 1, 2017 to June 30, 2018, the initial contract year.

EDSI's Out-of-School contract for year one of the three-year renewal option was approved at the Board's June 12, 2018 meeting with a projected budget of \$657,811 for the time-period of July 1, 2018 to June 30, 2019, which is now ending.

EDSI is contracted to serve 150 youth and they have met that goal. Currently, they have placed 91 youth in employment and post-secondary education. They have until June 30, 2019 to meet their target of 120 placements and are expected to achieve this goal.

ACTION: John MacDonald motioned, Carol Obando-Derstine seconded all approved EDSI for \$785,305 for the 2019-2020 one-year renewal of WIOA Out-of-School Youth as presented.

St. Luke's Hospital/Next Step Program

The Out-of-School Youth contract with St. Luke's was executed on June 30, 2017 with an original budget of \$34,222 to provide services from July 1, 2017 to June 30, 2018, the initial contract year.

The St. Luke's Out-of-School contract for year one renewal was approved at the Board's June 1, 2018 meeting with a projected budget of \$68,444 for July 1, 2018 to June 30, 2019, which is ending now.

St. Luke's has served 20 youth and has met their enrollment goal. They have a history of meeting their performance targets. Currently, of the 20 youth to be placed, one participant will begin employment at St. Luke's next week, another is enrolled at Lehigh Carbon Community College for medical assisting coursework, and four are in the process of interviewing for employment at St. Luke's. They have until June 30, 2019 to meet their target of 18 placements and are expected to achieve this goal.

ACTION: Keith Reynolds motioned, Kurt Landes seconded, all approved St. Luke's Next Step Program for \$125,937 for the 2019-2020 one-year renewal of WIOA Out-of-School Youth as presented. Sharon Scheirer abstained.

ProJeCt of Easton

The initial Out-of-School contract with ProJeCt of Easton was approved at the Board's June 12, 2018 meeting. The contract was executed and began August 1, 2018 with a budget of \$28,080, running until June 30, 2019, which is now ending.

This program's goal is to place 15 youth in the workforce within six months of attainment of a General Education Diploma or GED.

ProJeCt of Easton met their enrollment goal of 15, with 14 attaining their GED and 6 placed in employment or post-secondary education. They have until June 30, 2019 to meet their placement goal of 12.

ACTION: Stephen Patterson motioned, John MacDonald seconded, all approved ProJeCt of Easton for \$59,322 for the 2019-2020 one-year renewal of Out-of-School Youth as presented. Janice Komisor abstained.

TANF Year Round Summer In-School:

The Committee reviewed the TANF In-School Youth (ISY) program provider performance and monitoring results for Program Year 2018-2019. The Youth Committee recommends beginning negotiations with our current providers: Lehigh Career & Technical Institute, Penn State Lehigh Valley and St. Luke's to consider 2019-2020 renewals of ISY Year Round contracts.

During the Youth Committee's meeting on May 22, 2019, reviewed was the Summer Temporary Assistance for Needy Families (TANF) Summer In-school Youth providers performance and monitoring results for program year 2018-2019.

All summer TANF contracts are on the last year of their three-year renewals and have met their enrollment and retention goals of serving 25 youth each. The Board may release a new RFP after the summer TANF In-School youth programs end, based on funding availability.

All TANF summer programs listed provide a one-week employability skills training, company tours and a paid six-week work experience.

Lehigh Career & Technical Institute offers summer work experiences at Lehigh County's school districts.

ACTION: Robert McNamara motioned, Carol Obando-Derstine seconded, all approved Lehigh Career & Technical Institute for the 2019-2020 one-year renewal of TANF Year Round Summer In-School Youth as presented.

Penn State offers summer work experiences at employers in the Easton area.

ACTION: Kevin Lott motioned, John MacDonald seconded, all approved Penn State for the 2019-2020 one-year renewal of TANF Year Round Summer In-School Youth as presented.

St. Luke's offers summer work experiences throughout their hospital network.

ACTION: Keith Reynolds motioned, Kurt Landes seconded, all approved St. Luke's Next Step for the 2019-2020 one-year renewal of TANF Year Round Summer In-School Youth as presented. Sharon Scheirer abstained.

Year-Round TANF In-School

Year-round TANF In-School Youth service providers were initially contracted on July 1, 2014 to June 30, 2015 for one year with the option to renew for an additional four one-year periods. We are currently in the first-year of the additional four one-year period.

During youth committees meeting on May 22, 2019, they also reviewed the year round TANF in-school youth providers performance and monitoring results for program year 2018-2019. The committee recommends a renewal of in-school year round contracts.

Penn State which provides 24 high school seniors with career workshops, a three credit communications class at Penn State, and work experiences. They met their enrollment goal of 24, and 24 youth completed the class, and 10 youth are planned to begin work experiences.

ACTION: Keith Reynolds motioned, John MacDonald seconded, all approved Penn State for the 2019-2020 one-year renewal of TANF Year Round In-School Youth as presented.

St. Luke's provides 20 at risk high school seniors with dropout prevention strategies, employability skills, mentoring, and work experiences on site within the network. They met their enrollment goal of 20, and 20 youth participated in work experiences.

ACTION: Kurt Landes motioned, Laurie Hackett seconded, all approved St. Luke's Next Step for the 2019-2020 one-year renewal of TANF Year Round Summer In-School Youth as presented. Sharon Scheirer abstained.

This concludes are Action Required items.

Chair Larry Wiersch introduced Rich Cory, Director of Human Resources at BOSCH Rexroth Corporation, who represented the BOSCH Community Fund and presented a check to Workforce Board Lehigh Valley for \$10,000 to support a Digital Story Telling CareerLinking Academy.

The Academy will focus on increasing the interest, exposure, knowledge and skills relating to Science, Technology, Engineering, Environment and Math (STEEM) of 20 females, ages 12-14 and will take place during the week of July 15 through July 19, 2019.

These young females will learn to create digital stories through pre-production elements including planning, research and creativity, production tips, the use of professional DSLR (Digital Single Lens) cameras, and post-production training of editing platforms and graphics packages.

By developing good storytellers, the students have the personal power to motivate, entertain, educate, inspire and influence others through the artful use of story.

State/Local Internship Program (SLIP) Flyers

Nancy Dischinat gave an update on the SLIP program where WBLV received \$430,000 to serve more than 75 youth with no eligibility and 55 employers to date. On July 25, 2019 will be National Intern Day.

Department of Human Services Employment Advancement and Retention Network (EARN)

Nancy Dischinat gave an update on the issue with the Department of Human Services. DHS will be going out for an RFP and WDBs are allowed to apply for this grant.

St. Luke's Sacred Heart Campus Update

Nancy Dischinat gave an update on the progress of PA CareerLink[®] at St. Luke's Sacred Heart innovative project, and DHS will provide incumbent dollars for another year.

Committee Meeting Agendas

The Agendas for Committees were provided for review.

Keith Reynolds reported out on the Eastern PA Hiring Expo held on April 30, 2019 with 765 attendees with 46 employers. Keith Reynolds reported on Datapalooza scheduled for June 27, 2019 to get employers input on what type of data they are looking for.

Chair Larry Wiersch acknowledged Nancy Dischinat receiving the 2019 Greater Lehigh Valley's Women of Influence Award as the Lifetime Achievement Award Winner.

Chair Larry Wiersch acknowledged Robert MacNamara and Kevin Lott for their timeserving on the Workforce Board Lehigh Valley.

Nancy Dischinat reported that she and Ann Bieber of Lehigh Carbon Community College are working with Superintendent Thomas Parkers of the Allentown School District on a Century Fund Grant.

Executive Director's Report

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

- CareerLinking Leadership Visit to the United Nations in New York
- Education in Allentown: Telling Our Story
- Greater Lehigh Valley Chamber of Commerce Nonprofit and Business Partners Presentation
- Apprenticeship Discussion Meeting with Northampton County Department of Community and Economic
- National Association of Workforce Boards Conference, Washington, D.C.
- Greater Lehigh Valley Chamber of Commerce Nonprofit and Business Partners Collaborative Conference
- Jump Start Your Job Search, April, 18, 2019
- Eastern PA Hiring Expo, April 30, 2019
- PA Workforce Development Association Governor's Employer Eastern PA Award Winner FedEx Ground, Department of Human Services Employer Honor Roll Award Winner, Department of Human Services Governor's Achievement Award Participant winner, award presentation to be held May 8, 2019, Hershey Lodge and Convention Center
- Skills USA Council Signing Day, May 10, 2019
- Digital Billboards
- SkillsUSA Council Elmer Gates Enterprise Awards, May 23, 2019
- Skills USA Council Champions at Work Breakfast of Champions, June 7, 2019
- Veterans and Military Event, May 13, 2019
- Greater Scranton Chamber of Commerce Presentation, May 16, 2019
- Colonial Intermediate Unit 20 College and Career Readiness Series, May 28, 2019
- Lehigh Valley Women's Summit, June 5, 2019
- Lehigh Valley's Comprehensive Workforce System
- Spaghetti and Meatball of Partners, Employers, and Job Seekers
- PA CareerLink® Lehigh Valley Job and Labor Market Landscape

Other Business/Adjournment

With no further business, a motion to adjourn the meeting was made by Laurie Hackett, seconded Jane Brooks at 8:50 a.m., and all approved.