

# Pennsylvania

*Lehigh Valley Workforce Investment Board, Inc.*

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

**March 20, 2007**

### **Minutes**

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, March 20, 2007 at 7:30am at Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, Allentown.

Committee Members Present: Ron Achey, Elsie Batista-Casciole, Craig Becker, Robert Daday, Todd Donnelly, Eugene Ervin, Daniel Farrell, Vito Gallo, Sally Gammon, Beth Gorin, Kelly Gould, Armando Greco, Mary Kay Grim, Alan Jennings, John MacDonald, Ross Marcus, John Mehler, Victor Meyer, Deborah Miller, Ed, Murray, Jack Pfunder, Sharon Scheirer, Art Scott, Don Snyder, Wanda Sule, Sis-Obed Torres, Marc Troutman, Mary Ellyn Voden, Rick Walters, . Carol Young, and Ed Zale.

Committee Members Absent: Kevin Easterling, Robert Episcopo, Jeffrey Gaddy, Michael Galio, Michael Gibson, Clyde Hornberger, Tony Iannelli, Gregory Lauray, Drew Lewis, Mike Moorehead, William Newhard, Mark Reardon, Peter Rittenhouse, David Vaida, and George Werkheiser.

Eugene Ervin, Chair, called the meeting to order and asked for approval of the December 18, 2006 meeting minutes. A motion was made by John Mehler, seconded by Armand Greco. All in favor. Motion carried.

Eugene Ervin welcomed everyone and asked to self introduce themselves, including new members, existing members and guests.

#### **BOARD DEVELOPMENT AND ENVIROMENTAL SCANNING**

Nancy Dischinat presented and reviewed a matrix that described the demographics of the Board and how we are looking at decreasing the male and increasing the females and will also be looking at raising the minority of the Board. Nancy thanked Alan Jennings for his continued input and guidance in the continued effort toward diversity of members serving on the Board.

Eugene Ervin gave a brief summary of the Boards responsibilities and the specific responsibilities for the Board including what is expected from the Board.

Eugene Ervin also reported on the By-Law changes for the LVWIB. One of the changes would be in the participation and attendance, and he indicated that Directors' not substitutes must attend a minimum of 60% of the combined LVWIB and committee meetings of which two must be LVWIB quarterly meetings.

A motion to approve the By-Law Changes was made by Mary Ellyn Voden, seconded by Sharon Scheirer. All in favor. Motion carried.

Nancy Dischinat reported on the New Board Orientation that was held on February 17, 2007. She indicated that it was very well attended and those who were not able to attend will have a one on one meeting.

Nancy Dischinat reported on the Legislative Information session held on January 12, 2007. She indicated that we need to make sure that the federal, state and local legislators know the PA CareerLink system.

Gina Kormanik gave a Legislative update including the NAWB conference held on February 24, 2007.

Gina Kormanik and Armand Greco reported on the Transportation Commission and Lehigh Valley Alliance.

Gina Kormanik indicated that the Board has testified on these Transportation issues.

Armand Greco indicated that the Board could be more supportive on these issues. The Board indicated that they are willing to join in with the Greater Lehigh Valley Chamber of Commerce.

Action Item: Alan Jennings moved that the WIB join the Lehigh Valley Alliance, Armand Greco seconded. Mary Ellyn Voden opposed.

Nancy Dischinat reported on the Outline of Services.

Action Item: Next step will be to add numbers and outcomes to the document.

### **COMMITTEE STRUCTURE OVERVIEW**

Eugene Ervin encouraged all Board members to sign up for committees, including co-chairs, and to indicate their preference of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices.

Nancy Dischinat described the duties and responsibilities of the committees, including new committees of Industry, Education and Governance. Sally Gammon and Mary Kay Grim discussed evolution of and need for Governance Committee from Accountability and other issues.

Nancy Dischinat gave update on the Aging Study and Request for Proposal.

Nancy Dischinat updated Board on the Industry Partnership Worker Training and Planning grant programs and funding. Nancy mentioned the upcoming Nanotechnology Forum.

### **FINANCE COMMITTEE**

Kelly Meyer reported on the Financial Statements and mentioned that he is expecting a clean audit. Kelly will give a formal report at the June Board meeting regarding the audit report.

Action Item: Eugene Ervin recommended that handouts be supplied for items being voted on and Financial Reports.

### **YOUTH COUNCIL REPORT**

Nancy Dischinat reported that the Youth Council met on March 9<sup>th</sup> and reported on the following recommendations for approval:

Youth Needs Based Payment Policy: The LVWIB funded youth programs that include a classroom component to pay students a \$4.00 per hour stipend and youth programs that include work experience in a non-profit organization to pay students \$6.00 per hour.

On January 1, 2007 we increased the work experience payments from \$6.00 per hour to \$6.25 per hour because of the increase in the minimum wage; the rate will increase to \$7.15 per hour on July 1, 2007.

The Youth Council feels an increase from \$4.00 per hour to \$5.00 per hour for the classroom component is warranted and recommends the following: Increase the stipend paid to youth while participating in the classroom component from \$4.00 per hour to \$5.00 per hour effective July 1, 2007. Bert Daday motioned for approval of the increase to \$5.00 per hour, John Mehler seconded. All in favor. Motion carried.

A Request for Proposals to provide employment, training and supportive services to youth under the provisions of the workforce investment act was issued on December 18, 2006. Seven proposals were received as outlined on the new Youth Council recommendations for approval summary. The only change to this summary is that we added the new Needs Based Payments.

All programs, program descriptions, and order of priority for funding were sent out in the Board packet. A review team consisting of John MacDonald, Ron Achey, Sharon Scheirer, Melinda Stumpf and Gina Kormanik rated the proposals and placed them in priority order based on availability of funds.

At this time Nancy ask if there were any questions about any of the proposals or order of priority. If none, she called for a motion to approve the programs, as recommended by the Youth Council, in priority order, for program year 2007 funding. Kelly Meyer motion for approval of the proposals, Ron Achey seconded. All approved. Art Scott, Dan Farrell and Don Snyder abstained.

Two Request for Proposals to solicit proposals from school districts in the Lehigh Valley to plan, coordinate, and implement a new CareerLinking Academy pilot program were issued January 22 and February 28, 2007. A total of six proposals were received.

Nancy Dischinat thanked the reviewers, Anita Krick, Elmer Gates, Sharon Scheirer, and Lucinda Lawson.

Nancy Dischinat indicated to the Board that in their packet is a table for CareerLinking Academy recommendations for funding which lists each proposal and applicable information.

The first table showed the three programs recommended for funding from the RFP issued on January 22, 2007 (Allentown School District, Parkland High School and Southern Lehigh High School).

Action Item: Nancy Dischinat asked for a motion to approve the CareerLinking Academy Request for Proposals. Sharon Scheirer motioned for approval, John Mehler seconded. All approved.

**Executive Director Highlights were tabled.**

Meeting was adjourned at 9:10 a.m.