

# Pennsylvania

*Lehigh Valley Workforce Investment Board, Inc.*

## **LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC. SEPTEMBER 18, 2007 MINUTES**

The Lehigh Valley Workforce Investment Board, Inc. met on Tuesday, September 18, 2007 at 7:30am at Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, Allentown.

Committee Members Present: Ron Achey, Elsie Batista-Casciole, Marta Gabriel, Robert Daday, Todd Donnelly, Robert Episcopo, Vito Gallo, Sally Gammon, Kelly Gould, Armando Greco, Clyde Hornberger, Alan Jennings, Drew Lewis, John MacDonald, Ross Marcus, Deborah Miller, Mike Moorehead, Ed Murray, William Newhard, Jack Pfunder, Peter Rittenhouse, Sharon Scheirer, Art Scott, Don Snyder, Sis-Obed Torres, David Vaida, Mary Ellyn Voden, Rick Walters, Carol Young and Ed Zale.

Committee Members Absent: Craig Becker, Kevin Easterling, Eugene Ervin, Dan Farrell, Michael Galio, Mike Gibson, Mary Kay Grim, Gregory Lauray, John Mehler, Kelly Meyer, Mark Reardon, Wanda Sule, Marc Troutman and George Werkheiser.

Vice-Chair Sally Gammon, welcomed the following special guests:

- Robert Donchez, Representing Representative Joseph Brennan
- Cindy Feinberg, County of Lehigh
- Robert Wendt, Lehigh Valley Economic Development Corporation

Sally Gammon, Vice-Chair called the meeting to order and congratulated Nancy Dischinat for being appointed to the Leadership Council for PA Center for Health Careers.

Sally Gammon, Vice-Chair, asked for approval of the June 19, 2007 meeting minutes. A motion was made by Armando Greco, seconded by Kelly Gould. All in favor. Motion carried.

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

Nancy Dischinat reported on the Policy for Funding Workforce Initiative's as follows:

The Executive Director of the Lehigh Valley Workforce Investment Board, Inc. has authority to approve projects/initiatives up to \$10,000.00 if the scope of the project/initiative is aligned with the Strategic Plan and consistent with the budget. If the project/initiative is projected to be over \$10,000.00, it will be brought before the Executive Committee for discussion and approval to assure that it is aligned with the Strategic Plan and consistent with the budget.

*Action Item: Sally Gammon asked for a motion to approve the Policy for Funding Workforce Initiatives. A motion was made by Robert Episcopo seconded by Clyde Hornberger, all in favor. Motion carried.*

Nancy Dischinat gave an update on the PA 2007-2008 Workforce Funding. The Board and employers sent letters to the State Representatives to help restore funding for workforce development training and other initiatives, resulting in full funding. Thank you letters were sent to the Representatives on our behalf.

Nancy encouraged members of the Executive Committee to attend the Legislative Day being held on September 25, 2007 in Harrisburg at the Capitol. Clyde Hornberger, Mary Ellyn Voden, Elmer Gates, Peter Rittenhouse and Wanda Sulé are among those planning to attend.

#### Grants and Awards

Nancy reported that the Society for Human Resource Management/Lehigh Valley Chapter won the Pinnacle Award for the CareerLinking Academy and held a SHRM fundraiser on September 11, 2007 to support this initiative. SHRM would like to present LVWIB with a check from the proceeds at the December LVWIB meeting.

Nancy also reported on the WIRED Initiative and Wall Street West Innovation Grants.

#### PeriscopeIQ Study

Nancy reported on the Aging Workforce study and indicated that we have received 300 responses from employers. Final results will be presented at the December LVWIB Board meeting.

#### Work Plans

Nancy reported that each Committee will work on their respective Work Plans.

#### WIB Compliance Monitoring Report

RoseAnn Kisilewicz reported that Richard Colyer, from the PA CareerLink Oversight Coordination Services staff monitored the Lehigh Valley Workforce Investment Board Compliance and Oversight System the week of June 18 through June 21, 2007. The WIB compliance monitoring review included WIB and Youth Council membership lists, the completion of Financial Disclosure and Conflict of Interest Forms, WIB member nomination process, and the holding of meeting in accordance with WIB by-laws and the Sunshine Act.

The WIB Oversight System monitoring review included WIB local monitoring procedures, reports, summaries, corrective actions and follow-up. The monitoring reviewed was in order and there were no issues with the WIB compliance and oversight system. Nancy will send the final state report of monitoring compliance to the Board.

#### Workforce Development Initiatives

Nancy Dischinat reported on the following:

- East Penn School District Faculty In-Service, held on August 29, 2007 at Emmaus High School
- Governor's Institute in Career and Technical Education, held on July 25, 2007
- Wall Street West Community Forum, held on August 2, 2007
- Representative Carl Mantz Legislative Report regarding Workforce Issues, to be aired in January 2008 on local cable networks
- Chinese Delegation presentation, held on July 25, 2007
- Intermediate Unit#20 In-Service Presentation, to be held on October 8, 2007
- PA SHRM Workforce Readiness Committee
- November Career Awareness Month; 20 employers participating to date

Clyde Hornberger reported on the Lehigh Career and Technical Institute dedication scheduled for September 28, 2007. An Integrated Learning Conference will be held in November at Penn State, as well as a visit by Wayne County and Pike County economic development, workforce development and education representatives.

## **COMMITTEE REPORTS**

### **Executive Committee**

Sally Gammon updated the Board on the PA CareerLink Lehigh Valley Northampton County relocation from 220 Ferry Street to 72 North Second Street in Easton. Ed Zale provided background on the state's strategy for delivery of the PA CareerLink services. Nancy Dischinat presented reasons for the move to 72 N. Second Street. John Stoffa, Northampton County Executive, through Ross Marcus has suggested the possibility of evening hours for the new PA CareerLink Lehigh Valley Outreach Center in Easton.

*Action Item: Bert motioned for the relocation of the Northampton County PA CareerLink Lehigh Valley Easton office to 72 N. Second Street, Mary Ellyn Voden seconded. All in favor, motion carried. Ed Murray, Ed Zale, and Rick Walters abstained.*

The Board was presented with background on strategic alignment between Lehigh Valley Workforce Investment Board and Lehigh Valley Business/Education Partnership. The Board discussed a study to examine this potential strategic alignment. The following Resolution to Conduct Study was presented to the Board.

### **Resolution to Conduct Study**

Upon recommendation of the LVWIB Executive Committee, a study of the strategic alignment between the Lehigh Valley Workforce Investment Board, Inc, and Lehigh Valley Business/Education Partnership will be conducted, in order to maximize and leverage workforce development strategies, resources and services.

*Action Item: Robert Episcopo motioned, Bert Daday, seconded and all approved the following Resolution to Conduct a Study to examine implications of an alignment between LVWIB and LVBEP.*

### **Finance Committee**

Marie Beacher reviewed the Financial Statements including Narrative to Explain Changes to Financial Statements, as of September 5, 2007, Statement of Revenue vs. Spending Plan by Funding Source, Projected Spending Plan by Account Statement, Projected Spending Plan by Account and Function Statement and Expenditures by Account and Function Statement.

*Action Item: A motion to approve the Financial Statements was made by Jack Pfunder, seconded by Mike Moorehead. All in favor, motioned carried.*

### **Access Committee**

Sharon Scheirer reported on the Access Committee which met on August 24, 2007.

Sharon reported on the Industry Partnership Development and Training Grants which included continuation on grants such as: three new pockets of money: \$285,500 for Logistics and Transportation, \$295,036 for Healthcare and \$150,000 for Food and Beverage.

The Access Committee will continue work on their Work Plan and associated time line.

Sharon reported on the upcoming Lehigh Valley Job Fair being held on September 19, 2007 with over 110 employers registered. The Committee is looking at a strategy to develop new ways to present employer job openings. The Marketing Committee will help market the job openings available in the Lehigh Valley.

The Executive Committee received detailed information on approving the Individual Training Account reimbursement rate from the current \$12,000 to \$6,000 effective Wednesday, August 1, 2007. This rate change is due to a large influx of people requesting training, a substantial amount of obligations from last year, and the uncertainty of receiving additional dollars.

This policy will stay in effect for six months until the LVWIB can determine the total training resources and training requests. The Committee is also re-visiting the amount paid to individuals while in training, currently it is \$40.00 a day for dislocated workers and \$5.00 per hour for youth in training.

#### Marketing Committee

Kelly Gould reviewed the activities of the Marketing Committee which met on September 14, 2007, including Marketing Plan, Positive Impact (to be distributed to the Board internally, and then distributed as a press release to the media). The organizational flow chart of the workforce system will become part of the media packet. Kelly explained the Marketing Plan including Phase One, Phase Two, Marketing Challenges, and Request for Proposals.

Clyde Hornberger reported on the Lehigh Valley Workplace Readiness Credential and competency testing through NOCTI. Clyde will be working with John Foster to determine feasibility of this project.

#### Education Committee

Nancy Dischinat reported on activities of Education Committee which met on July 20, 2007, including the Pennsylvania Costing Out Study, Marketing Plan including the Positive Impact/Good News of Education, Lehigh Valley Internship Program, Lehigh Valley Research Consortium and Educational Initiatives.

#### Youth Council

Clyde Hornberger reviewed the activities of the Youth Council initiatives which met on September 7, 2007, such as Youth Council Strategic Plan, Youth Monitoring Report, and Youth Program updates. Clyde encouraged the Youth Council to take a proactive role in increasing the skills of youth.

#### Industry Committee

Mary Ellyn Voden reported on the Industry Committee's report including meetings on June 29, July 26, and August 17, 2007 including Employer Showcase for high school students, targeted industry cluster focus groups, industry partnerships, and industry committee work plan among other items.

#### Governance Committee

Sally Gammon reported on the activities of the Governance Committee which met on August 30, 2007, including the Draft Scorecard which is being improved with charts and at-a-glance tables.

Sally reported on the LVWIB Board Directors' terms expiring December 2007.

*Action Item: Don Snyder motioned, Clyde Hornberger seconded to make a resolution to appoint a Nomination Committee to work on Board members' appointments.*

Meeting was adjourned at 8:45 am.