

**BOARD ACTION/DISCUSSION ITEMS
MAY 2013 – JULY 2013**

PRIORITY*	PROJECT/ISSUE	TYPE OF ACTION	TIMING**
<i>AS NEEDED</i>			
H	Update on LCA/City 537 Plan Study	Status Report	As needed
H	Acquisition/Growth Strategy Activities	Status Report	As needed
H	Jordan Creek Wastewater Plant	Status Report	As needed
<i>WITHIN 45 DAYS</i>			
H	Wynnewood Force Main Replacement, Design Phase	Approval	May (B)
L	Upper Milford Central Division – Radon Study Alternatives	Report	May (B)
<i>WITHIN 75 DAYS</i>			
H	Arcadia Water Pump Station Upgrades, Construction Phase	Approval	Jun (B)
M	Crestwood Alternate Water Supply-Design Phase	Approval	Jun (B)
M	Madison Park Division Water Pump Station Upgrades, Design Phase	Approval	Jun (B)
H	Pine Lakes Division - Water Pump Station Upgrades, Design Phase	Approval	Jun(B)
H	Lynn Township WTP Improvements, Phase 1&2-Permitting/Bid Phase	Approval	Jun (B) or Jul (W)
5/28/13	May Board Meeting (Tuesday)		
6/10/13	June Workshop Meeting		
* H – High			** (W) – Workshop
M – Medium			(B) – Board
L – Low			(W/B) - Either

LEHIGH COUNTY AUTHORITY
WORKSHOP AGENDA
Monday, May 13, 2013 – 12:00 PM

INITIAL ITEMS *(Collectively 5 Minutes)*

1. **Identify items for May Board Meeting**
 - *Review Board Discussion items, May 2013 – July 2013*

ACTION/DISCUSSION ITEMS

1. **Communications Program – Professional Services Authorization** *(Approval)*

Authorization requested to retain the services of Spark Creatives, a local communications firm, to assist with customer outreach and public relations activities during the transition period of the Allentown water / sewer lease. Details and authorizations attached **(yellow)**.

2. **Human Resources Services – Professional Services Authorization** *(Approval)*

Authorization requested to retain the services of hireVision, a local human resources firm, to assist with staffing, employee enrollment and other human resources activities during the transition period of the Allentown water / sewer lease. Details and authorizations attached **(purple)**.

INFORMATION ITEMS

1. **None.**

OTHER ITEMS

1. **None.**



Lehigh County Authority

1053 Spruce Street * P.O. Box 3348 * Allentown, PA 18106-0348
(610)398-2503 * FAX (610)398-8413

PROFESSIONAL SERVICES AUTHORIZATION

Professional: Spark Creatives
One West Broad Street
Suite 1000
Bethlehem, PA 18018
484-821-0920
484-821-0921(fax)

Date: May 13, 2013
Requested By: Liesel Adam

Approvals
Department Head: _____
General Manager: _____

Description of Services (Work Scope, Steps, Check Points, etc.):

Spark Creatives will provide communications planning and implementation services for the transition period associated with the Allentown water / sewer lease contract. Specific activities will include:

Media relations: Develop media materials and engage in media contact to ensure fair and, where possible, favorable coverage of LCA's lease of the system. Will also include monitoring of comments sections and formulating responses to blatantly wrong statements, where appropriate.

Public meetings: Schedule, coordinate and execute public meetings throughout the city of Allentown and in LCA's service area to allow for direct two-way communication with LCA's team. Services would include event logistics, development of talking points and presentation outline and follow-up contact to answer questions and share information that arise during each session.

Website management and maintenance: Update written content on LCA's web properties to reflect information updates, upcoming events, Q/A additions, news coverage, responses to WaterWorks questions, development of minor website content as needed.

Allentown customer council: Helping to structure a customer council to increase public participation in LCA programs, and identify candidates.

Monthly retainer (May-August) \$5,300/month \$21,200

In addition, three customer mailings are envisioned (2 mailings to Allentown customers, 1 mailing to LCA's existing customers), which will be billed on an actual time and materials basis, estimated as follows:

Agency Services (design, layout and production services)	\$28,400
Production (printing & bindery)	\$31,373
Postage (bulk rates)	\$ 18,400
TOTAL	\$ 78,173 (approx.. \$0.87 per piece)

This authorization is a not-to-exceed contract. Spark shall submit invoices to LCA on a monthly basis for the retainer fee, with invoices for mailing services including a breakdown of activities, hours and actual costs.

Cost Estimate (not to be exceeded without further authorization) : \$99,373

Time Table and Completion Deadline : This project will begin immediately and shall be completed in parallel with the transition activities associated with the Allentown water / sewer lease contract.

(For Authority Use Only)

Authorization Completion :

Approval : _____ **Actual Cost:** _____ **Date:** _____



Lehigh County Authority

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PROFESSIONAL SERVICES AUTHORIZATION

Professional: hireVision
7540 Windsor Drive
Suite 40
Allentown, PA 18195
610-443-0119
484-214-0100 (fax)

Date: May 13, 2013
Requested By: Liesel Adam

Approvals
Department Head: _____
General Manager: _____

Description of Services (Work Scope, Steps, Check Points, etc.):

HireVision will provide human resources (HR) planning and implementation services for the transition period associated with the Allentown water / sewer lease contract. Specific activities are outlined below.

Primary Services Not-to-Exceed Amount: \$25,000

Staffing Decisions, Recruitment & Selection: A significant number of staffing decisions will need to be made within the first 30 days of the transition period. HireVision will assist LCA in making those decisions by providing input on appropriate strategies, staffing level calculations, and developing tools to implement selected strategies.

Transferring Employee Enrollment: A significant effort will be required to gather employee information, enrollment forms and other data for entry into LCA's payroll system. HireVision will lead for this process, and will partner with LCA personnel to conduct orientation meetings and organize the data that is collected. In addition, manual data entry into LCA's payroll system will be required and hireVision will provide staff support for this function.

Support Services Not-to-Exceed Amount: \$10,000

Transition Team Participation: HireVision will attend an undefined number of team meetings to gain a full understanding of the HR issues and programs to be considered through this transition.

Employee Communications: HireVision will provide input on employee communications activities including group meetings, individual interviews, mailings, and networking events to ensure proper HR procedures are used and all communications are clear, appropriate and purposeful.

HR Program / Policies: Review of all LCA employee policies and programs, and all policies and programs LCA is required to adopt from Allentown via the contract, and develop strategies for LCA to address all requirements in the future.

Additional Services: Not-to-Exceed Amount: \$35,000

Recruitment Process: HireVision will provide candidate recruitment and selection services for positions that need to be filled, as identified during the transition period. Services include preparing and placing advertisements, collecting and screening candidates, conducting reference checks, conducting initial interviews and coordinating live interviews with LCA managers. Cost will vary depending on number of positions to be filled.

Job Description & Pay Scale Parity: HireVision will review the Allentown non-union employee job descriptions and pay scales and evaluate placement and parity within LCA's existing pay plan. Recommendations will be provided for LCA management.

Cost Estimate (not to be exceeded without further authorization) : \$70,000

Time Table and Completion Deadline : This project will begin immediately and shall be completed in parallel with the transition activities associated with the Allentown water / sewer lease contract.

(For Authority Use Only)

Authorization Completion :

Approval : _____ **Actual Cost:** _____ **Date:** _____