



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, DECEMBER 7, 2021
8:00 A.M.**

Join Zoom Meeting

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Meeting ID: 848 6763 2902 | Passcode: 765031

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AGENDA

1. **Welcome**
2. **Action Required**
 - Approval of September 14, 2021 WBLV Minutes – **Attachment 1**
 - Approval of October 27, 2021 Special WBLV Meeting on Youth Proposals – **Attachment 2**
 - Approval of Audit – **Presentation by Buckno Lisicky & Co. – Attachment 3**
 - Finance Report, Program Year 2021-2022 - **Attachment 4**
 - Lehigh Valley Business Education Partnership Dissolution
 - Work-Based Training Policy Revisions– **Attachment 5**
 - Electronic Signature and Remote Services Policy – **Attachment 6**
- Discussion**
 - WBLV Board of Directors
 - PA CareerLink® Lehigh Valley Easton Employment and Training Center
3. **2021-2024 WIOA Local Plan**
4. **PA CareerLink® Lehigh Valley Workforce System**
5. **Committee Alignment and Strategic Action**
6. **Labor Market Data and Legislative Information**
7. **Other**
8. **Public Comment**
9. **Adjournment**

Next Meeting: Tuesday, March 8, 2022, 8:00 a.m.

**WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES
TUESDAY, SEPTEMBER 14, 2021**

The Workforce Board Lehigh Valley (WBLV) Board meeting was held virtually on Tuesday, September 14, 2021, 8:00am.

Members present: Danielle Adams, Jane Brooks, Catherine Campanaro, Heather Cardona, Don Cunningham, Lorraine Faccenda, Marybeth Ferguson, Laurie Hackett, James Irwin, John MacDonald, Denise Maiatico, Timothy Mulligan, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm, David Wolff, and Carol Young.

Guests: Lehigh County Executive Phil Armstrong, Robert Pisko, PA Department of Labor and Industry, Wendy Schlappich representing Representative Zach Mako, Michael Dee representing Representative Jeanne McNeil, Anna Stackhouse representing Milou Mackenzie, Bill Royer representing Representative Ryan Mackenzie, Larry Melf and Meredith McCarthy, EDSI, Scott French, Bureau Of Workforce Partnership & Operations, Cindy Evans, Penn State Lehigh Valley. **Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Venessa Rivera, and PA CareerLink® Lehigh Valley Staff Sue Griffith, Mike Dopkin.

Workforce Board Vice Chair Keith Reynolds, serving as Acting Chair for this WBLV meeting on behalf of Laurie Hackett, welcomed all to the September 14, 2021 WBLV Board meeting. A new Board member Heather Cardona, Supervisor, Colleague Relations and Analytics, Lehigh Valley Health Network was introduced.

Action Required

June 8, 2021 Minutes

ACTION: Stephen Patterson motioned, Tim Mulligan seconded and all approved the June 8, 2021 minutes as presented. No abstentions.

Finance Reports, Program Year 2020-2021

Stephen Patterson reviewed the WBLV Financial Reports for Program Year July 1, 2020-June 30, 2022 including: Projected Funding Sources and Statement of Projected Revenue.

ACTION: Gregg Potter motioned, David Wolff seconded, and all approved the Financial Reports as presented. No abstentions.

Outsourcing of Information Technology (IT) Services

Stephen Patterson reviewed the Request for Proposal for Information Technology (IT) Services including Proposers submitting proposals, Review Committee and their recommendation, as well as the WBLV Executive Committee approval of Elevated MSP, LCC as the IT provider.

ACTION: Stephen Patterson motioned, Jane Brooks seconded, and all approved the selected provider as Elevated MSP, LLC as provider of Information Technology Services. No abstentions.

Approval of One-Stop Operator

Nancy Dischinat reviewed the One-Stop Operator selection process. The County Executives serve as WBLV Chief Elected Officials, are responsible for selecting the One-Stop Operator, and have approved the Greater Lehigh Valley Chamber of Commerce as the One-Stop Operator for full Board approval.

ACTION: Jane Brooks motioned, David Wolff seconded, all approved the Greater Lehigh Valley Chamber of Commerce as the One-Stop Operator. No abstentions.

Approval of 2021 Lehigh Valley High Priority Occupations

Nanse Wolfington reported on the Lehigh Valley High Priority Occupation (HPO) list with, after research, analysis and as approved by Executive Committee, to omit the following occupations from our local list: Clergy, Elementary School Teachers, and Police & Sheriff's Patrol Officers.

ACTION: Sharon Scheirer motioned, Tim Mulligan seconded, and all approved to remove the occupations that were presented. No abstentions.

Approval of 2021-2024 Workforce Innovation and Opportunity Act Local Plan

Nancy Dischinat reviewed the 2021-2024 Workforce Innovation and Opportunity Act Local Plan revisions, which were provided in advanced to the Board, incorporating language recommended by the PA Department of Labor and Industry staff and One-Stop Partners such as Registered Apprenticeships, Native American Program, Office of Vocational Rehabilitation, Data/Workforce Intelligence, Tuition Cap, Youth, and Adult Education and Literacy. These revisions were previously approved by the Chief Elected Officials and Executive Governance Committee.

ACTION: Stephen Patterson motioned, Danielle Adams seconded, and all approved the Revised 2021-2024 Workforce Innovation and Opportunity Act Local Plan. No abstentions.

Request for Proposals Update

Nancy Dischinat reported on the Youth Request for Proposal (RFP) process and discussed proposals received that are under review.

Federal, State and Lehigh Valley Business and Workforce Intelligence/Partnerships

Gina Kormanik provided a Legislative and Workforce Data update.

PA CareerLink® Lehigh Valley Workforce System Update

Mike Dopkin updated the Board on the Bureau of Workforce Partnership and Operations Workforce System activities and Sue Griffith reported on the PA CareerLink® Lehigh Valley Workforce System. Nanse Wolfington reported on the Monitoring and Compliance fourth quarter outcomes. Larry Melf provided update on Title I WIOA, EARN, Out-of-School Youth Contracted Performance Summary, and Nancy Dischinat reported on a new training platform called Metrix Learning.

Strategic Planning and Alignment

Initiatives reviewed: Data Scientist position with Lehigh Valley Planning Commission, Lehigh Valley Talent Supply with Lehigh Valley Economic Development Corporation, 2021 Virtual Intelligence Data Forum, B. Braun Medical Inc. Registered Apprenticeship and Pre-Apprenticeships, National Workforce Development Month, New PA CareerLink® Lehigh Valley Satellites, Congresswoman Susan Wild Employer Leadership Roundtable, City & State PA Labor Power 1000 Award, President Biden visit to Mack Trucks, Director of Youth Initiatives, WFMZ Business Matters, Senator Bob Casey Town Hall, Lehigh Valley Business Top 100 Private Companies, Outreach/Social Media, and PA Career Guide.

Committee Reports

Acting Chair Reynolds opened the floor for Committee Reports; however, it was determined that committee topics had been covered during the WBLV Board Meeting.

Public Comments

Acting Chair Reynolds opened the floor for public comments. No public comments were received.

Other/Adjournment

With no further business, Jane Brooks motioned, Tim Mulligan seconded and all approved the meeting adjournment at 9:21am.