



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, JUNE 14, 2022
8:00 A.M.**

Join Zoom Meeting

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AGENDA

1. **Welcome and Roll Call**
2. **Action Required**
 - Approval of March 8, 2022 Minutes – **Attachment 1**
 - Finance Report, Program Year 2021-2022 – **Attachment 2**
 - Projected Revenue and Spending Plan, Program Year 2022-2023 – **Attachment 3**
 - Resource Sharing Agreement Operations Budget, Program Year 2022-2023 – **Attachment 4**
 - Approval of Recommended 2022-2024 WBLV Slate of Officers
Approval of WBLV Program Services Provider Agreement Renewals – **Detailed on Screen**
3. **Highlights and Issues of the PA CareerLink® Lehigh Valley Workforce System**
4. **Request for Quotes/Proposals**
5. **Executive Director Update**
6. **Other**
7. **Public Comment**
8. **Adjournment**

Next Meeting: Tuesday, September 13, 2022, 8:00 AM

WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, JUNE 14, 2022

The Workforce Board Lehigh Valley (WBLV) meeting was held virtually, Tuesday, June 14, 2022 at 8:00am.

Members present: Paul Anthony, Ann Bieber, Jane Brooks, Heather Cardona, Don Cunningham, Mark Erickson, Jane George, Laurie Hackett, Ceceilia Jackson, Joseph Kovalchik, Janice Komisor, Kurt Landes, John MacDonald, Denise Maiatico, Lisa Nesbitt, Owen O’Neil, Stephen Patterson, Morten Rasmussen, Debi Rice, Sharon Scheirer, Susan Storm, Portia Williams, David Wolff, Michael Woodland, and Carol Young. **Guests:** Robert Pisko, PA Dept. of Labor and Industry, Becky Bartlett, County of Northampton, Wendy Schlapp for Representative Zachary Mako, Anna Stackhouse for Representative Milou Mackenzie, Larry Melf and Meredith McCarthy, EDSI, and Scott French, Rapid Response. **Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Venessa Torres, Michelle Young, David Jan, Jenni Silfies, and PA CareerLink® Lehigh Valley Staff Sue Griffith, Mike Dopkin.

Chair Hackett welcomed all to the June 14, 2022 Workforce Board Lehigh Valley Board meeting.

Action Required

December 7, 2021 Minutes

ACTION: Portia Watkins motioned, Mark Erickson seconded and all approved the March 8, 2022 minutes as presented. No abstentions.

Finance Reports, Program Year 2021-2022

Stephen Patterson reviewed the WBLV Financial Reports for Program Year July 1, 2021-June 30, 2022 including: Projected Funding Sources and Statements of Projected Revenue. Nancy Dischinat reported on statewide activities grants.

ACTION: Janice Komisor motioned, Joseph Kovalchik seconded, and all approved the Finance Reports as presented. No abstentions.

Projected Revenue and Spending Plan, Program Year 2022-2023

Stephen Patterson reviewed the WBLV Financial Reports for Program Year July 1, 2022-June 30, 2023 including: Projected Funding Sources, Statements of Projected Revenue, Projected Spending Plan by Account, and Projected Revenue and Spending Plan by Funding Resource.

ACTION: Paul Anthony motioned, Heather Cardona seconded, and all approved the Projected Revenue and Spending Plan as presented. No abstentions.

Resource Sharing Agreement Operations Budget, Program Year 2022-2023

Stephen Patterson reviewed the Infrastructure Cost, Facilities, and the Operations of the Resource Sharing Agreement Operations Budget for Program Year 2022-2023.

ACTION: Janice Komisor motioned, Ann Bieber seconded, and all approved the Resource Sharing Agreement Operations Budget as presented. No abstentions.

Approval of Recommended 2022-2023 WBLV Slate of Officers

Chair Hackett reviewed the current 2020-2022 Slate of Officers with terms ending June 30, 2022. The Chief Elected Officials (CEOs) are responsible for changing and approving our By-Laws; therefore, the combined Secretary/Treasurer Officer change was approved by the CEOs during their meeting on May 25, 2022. The incoming Slate of Officers with a two-year term for 2022-2024 include:

Chair: Keith Reynolds, President, Business Reynolds Systems

Vice Chair: Jane Brooks, Senior Community Affairs Analyst, Highmark Blue Shield

Secretary/Treasurer: Stephen Patterson, Chief Lending Officer, Fleetwood Bank

Ex-Officio Laurie Hackett, Director/Community Relations and Philanthropy, Air Products

ACTION: Kurt Landes motioned, Denise Maiatico seconded, and all approved the Slate of Officers for 2022-2024 as presented. Jane Brooks and Stephen Patterson abstained.

Nancy Dischinat thanked Chair Laurie Hackett for serving as Workforce Board Lehigh Valley Chair.

Approval of WBLV Program Services Provider Agreement Renewal

Nancy Dischinat reviewed the following Program Services Provider Agreement Renewal Programs: Workforce Innovation and Opportunity Act (WIOA) Adults, Dislocated Workers

Provider: Educational Data Systems, Inc. (EDSI); Proposed Contract Amount: \$1,250,000.00; Proposed enrollment of 380, and outcomes to-date were provided. This contract will be for a one-year renewal period of July 1, 2022 to June 30, 2023.

ACTION: Jane Brooks motioned, seconded by Stephen Patterson, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) to provide job placement services for WIOA Adults and Dislocated Workers, based on contract negotiations, as approved by the Executive Governance Committee on June 7, 2022. No abstentions.

Workforce Innovation and Opportunity Act (WIOA) Employment Advancement Retention Network (EARN)

Provider: Educational Data Systems, Inc. (EDSI); Proposed Contract Amount: \$750,000.00; Proposed estimated enrollment of 75-100; and outcomes to-date were provided. This contract will be for a one-year renewal period of July 1, 2022 to June 30, 2023.

ACTION: Joseph Kovalchik motioned, Janice Komisor seconded, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) WIOA EARN to provide job placement services for EARN, based on contract negotiations, as approved by the Executive Governance Committee on June 7, 2022. No abstentions.

Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Services

Provider: Educational Data Systems, Inc. (EDSI); Proposed Contract Amount: \$850,000.00; Proposed enrollment of 150; and outcomes to-date were provided. This contract will be for a one-year renewal period of July 1, 2022 to June 30, 2023.

ACTION: Portia Watkins motioned, Michael Woodland seconded, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) WIOA Out-of-School Youth services, based on contract negotiations, as approved by the Executive Governance Committee on June 7, 2022. No abstentions.

Temporary Assistance for Needy Families (TANF) After School Expanded Services for In-School Youth

Provider: Educational Data Systems, Inc. (EDSI); Proposed Contract Amount: \$80,000.00; Proposed enrollment of 30; and outcomes to-date were provided. This contract will be for a one-year renewal period of July 1, 2022 to June 30, 2023.

ACTION: Denise Maiatico motioned, Heather Cardona seconded, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) to provide TANF After School Expanded Services for In-School Youth, based on contract negotiations, as approved by the Executive Governance Committee on June 7, 2022. No abstentions.

Temporary Assistance for Needy Families (TANF) Summer Youth Employment Program

Provider: Educational Data Systems, Inc. (EDSI); Proposed Contract Amount: \$30,000.00; Proposed enrollment of 30; and outcomes to-date were provided. This contract will be extended for a three month extension for the period of July 1, 2022 to September 30, 2022.

ACTION: Owen O'Neil motioned, Janice Komisor seconded, all approved the three month extension of Educational Data Systems, Inc. (EDSI) to provide TANF Summer Youth Employment services, based on contract negotiations, as approved by Executive Governance Committee on June 7, 2022. No abstentions.

Workforce Innovation and Opportunity Act (WIOA) GED for Out-of-School Youth

Provider: ProJeCt of Easton; Proposed Contract Amount: \$87,063.77; Proposed enrollment of 15; and outcomes to-date were provided. This contract is for one-year renewal period of July 1, 2022 to June 30, 2023.

ACTION: John MacDonald motioned, James Irwin seconded, and all approved the one-year renewal of ProJeCt of Easton's GED for Out-of-School Youth program, based on contract negotiations, as approved by the Executive Governance Committee on June 7, 2022. Janice Komisor abstained.

Temporary Assistance for Needy Families (TANF) Health Career Exploration After School Program Services for In-School Youth

Provider: Saint Luke's Hospital of Bethlehem, Pennsylvania; Proposed Contract Amount: \$119,155.92; Proposed enrollment of 30; and outcomes to-date were provided. This contract will be for a one-year renewal period of July 1, 2022 to June 30, 2023.

ACTION: Jane Brooks motioned, Kurt Landes seconded, and all approved the one-year renewal of Saint Luke's Hospital to provide Health Career Exploration After School services for TANF In-School Youth, based on contract negotiations, as approved by the Executive Governance Committee on June 7, 2022. Sharon Scheirer abstained.

Temporary Assistance for Needy Families (TANF) CareerLinking Academy for In-School Youth

Provider: Saint Luke's Hospital of Bethlehem, Pennsylvania; Proposed Contract Amount: \$4,787.46; Proposed enrollment of 15; and outcomes to-date were provided. This contract will be for a one-year renewal period of July 1, 2022 to June 30, 2023.

ACTION: Janice Komisor motioned, Joseph Kovalchik seconded, and all approved the one-year renewal of Saint Luke's Hospital to provide CareerLinking Academy for TANF In-School Youth, based on contract negotiations, as approved by Executive Governance Committee on June 7, 2022. Sharon Scheirer abstained.

Temporary Assistance for Needy Families (TANF) After School Expanded Services for In-School Youth

Provider: Communities In Schools of Eastern Pennsylvania; Proposed Contract Amount: \$225,616.00; Proposed enrollment of 25-50; and outcomes to-date were provided. This contract will be for a renewal period of August 1, 2022 to June 30, 2023.

ACTION: John MacDonald motioned, Stephen Patterson seconded, and all approved the one-year renewal of Communities In Schools of Eastern Pennsylvania to provide After School Expanded Services TANF In-School Youth, based on contract negotiations, as approved by the Executive Governance Committee on June 7, 2022. No abstentions.

Approval of One-Stop Operator

Nancy Dischinat reviewed the One-Stop Operator including duties: Facilitate and coordinate one-stop partners; oversee delivery of career services together with Wagner-Peyser Act funded employment service; review and update Memoranda of Understanding (MOU) negotiated with one-stop partners; work with partners for continuous improvement.

Current Contract Cost through June 30, 2022: \$62,149.84.

New Contract Cost starting July 1, 2022: Contract Cost Being Negotiated.

The second of the three renewals is for the period of July 1, 2022-June 30, 2023.

ACTION: Mark Erickson motioned, Janice Komisor second and all approved the one-year renewal of the Greater Lehigh Valley Chamber of Commerce to serve as the One-Stop Operator for the period of July 1, 2022 to June 30, 2023.

Highlights and Issues of the PA CareerLink® Lehigh Valley Workforce System

Mike Dopkin reported that 5,000+ individuals visited the comprehensive CareerLink site in the past quarter; PA CareerLink® Lehigh Valley attended LA Mega job fair held at the ABE airport with over 400 job seekers and CareerLink staff spoke to over 180 job seekers; Zulily announced the closing of their Bethlehem apparel distribution center and the Rapid Response team is holding an information session; and a representative from Office of Unemployment Compensation will be onsite twice weekly for scheduled appointments with claimants. Sue Griffith reported on the reopening of the LEAP program at Northampton County Jail; and Nanse Wolfington reported on third quarter outcomes.

Request for Quotes/Proposals

Nancy Dischinat reported on Statewide Activities Grants including Request for Quote for Coordination of Workforce Development and Economic Development. One proposal was received and awarded to Lehigh Valley Economic Development Corporation. Report provided on Request for Quote to Create a Technology Driven Workforce System. Four proposals received and the proposal was awarded to Rochelle Daniels, Esq.

Request for Quotes for Intermediary Service Provider

Nancy Dischinat reported that a Request for Quotes to Fund an Intermediary Service Provider such as a chamber of commerce, and/or a targeted industry, business trade association serving a business and industry membership. Purpose of WBLV Intermediary Service Provider is to increase awareness of Pennsylvania's workforce system called PA CareerLink®, and services offered within the Lehigh Valley region, to business and industry. The RFQ was issued on June 6, 2022; Deadline for quotes June 17, 2022. Period of Performance July 1, 2022 to June 30, 2023.

Request for Human Resources Consulting Services was issued on April 27, 2022; Deadline for quotes was May 11, 2022; proposals under review.

Executive Director Update

Owen O'Neil, Executive Director of Lehigh and Northampton Transportation Authority (LANTA), presented LANTA's Enhanced Bus Services plan including improved service frequencies and reduced travel times.

Gina Kormanik gave an update on the Engage Employer Data Roundtable featured Kim DeLellis from PA Center for Workforce Information and Analysis and Becky Bradley from Lehigh Valley Planning Commission. The new Data Scientist/Economist, David Jan, presented the Workforce Snapshot, graph trends and the development of an interactive data dashboard.

Nancy Dischinat introduced our Workforce Board Lehigh Valley summer intern, Jenni Silfies, a junior at Wilson Area High School who will assist with development of youth focused outreach, employer visits and roundtables, assist in leading the Bosch funded Student Representative program, and billboard campaign to encourage high school graduates to use the PA CareerLink® Lehigh Valley workforce system.

Nancy Dischinat reported on the following: PA Workforce Development Association Conference Presentation; Negotiating on the Easton Satellite office; Grant submitted for a Linking Employment Activities Pre-Release (LEAP) 2 Pathway Home for Lehigh County; The Century Promise; and SkillsUSA Signing Day.

Other

Chair Laurie Hackett welcomed new Board member Ceceilia Jackson, CEO/Founder of CeCe J's Snacks. Nancy Dischinat also reported on Billboard Campaign showcasing 17 school district representatives who will be on the billboard around the Lehigh Valley.

Public Comments

Chair Laurie Hackett opened the floor for any public comments. No public comments were received.

Adjournment

With no further business, Stephen Patterson motioned, Janice Komisor seconded and all approved the meeting adjournment at 9:18am.