



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

Join Zoom Meeting

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Meeting ID: 891 4221 1727 | Passcode: 446070

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## **AGENDA**

1. **Welcome and Roll Call**
2. **Action Required**
  - Approval of December 7, 2021 WBLV Minutes – **Attachment 1**
  - Approval of Finance Reports Program Year 2021-2022 – **Attachment 2**
  - By-Laws Revisions – **Attachment 3**
  - Ad Hoc Nominating Committee for Slate of Officers
- Discussion**
  - Individual Training Account (ITA) / Work-based Training Policies
  - Near Completers Grant
3. **Outreach Campaign**
4. **Talent Supply and Industry Sector Analysis Discussion**
5. **2021-2024 WIOA Local Plan Goals, Strategies and Challenges**
6. **PA CareerLink® Lehigh Valley Workforce System**
7. **Grants/Initiatives**
8. **Executive Director Update**
9. **Workforce Snapshot, Labor Market Data and Legislative Information**
10. **Other**
11. **Public Comment**
12. **Adjournment**

**Next Meeting: Tuesday, June 14, 2022, 8:00 a.m.**

## **WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, MARCH 8, 2022**

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

**Members present:** Danielle Adams, Catherine Bailey, Ann Bieber, Jane Brooks, Catherine Campanaro, Heather Cardona, Mark Erickson, Lorraine Faccenda, Marybeth Ferguson, Jane George, Laurie Hackett, James Irwin, Janice Komisor, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm, Portia Watkins, David Wolff, Michael Woodland, and Carol Young. **Guests:** Lehigh County Executive Phil Armstrong, Dave Marakovits, Buckno Lisicky & Co., Becky Bradley, Lehigh Valley Planning Commission, Gregg Hart, PA Dept. of Labor and Industry, Nathaniel Beckham, PA Dept. of Labor and Industry, William Reilley, Wendy Schlapp for Representative Zach Mako, Nancy Wilt for Representative Peter Schweyer, Megan Beste for Congresswoman Susan Wild, Anna Stackhouse for Milou Mackenzie, Larry Melf and Meredith McCarthy, EDSI, Scott French, Cindy Evans and Andrea Tessier, 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.

Chair Hackett welcomed all to the March 8, 2022 Workforce Board Lehigh Valley Board meeting.

### **Action Required**

December 7, 2021 Minutes

***ACTION: Stephen Patterson motioned, Mark Erickson seconded and all approved December 7, 2021 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: Jane Brooks motioned, Keith Reynolds seconded, and all approved the Finance Reports as presented. No abstentions.***

Stephen Patterson requested that the minutes reflect that the State approved the Dissolution of the Lehigh Valley Business Education Partnership as a 501(c)3 entity. During the previous audit report, WBLV did not meet the 20% youth work experience allocation; therefore, a corrective action plan letter was submitted and the PA Workforce Development Administration accepted WBLV Action Plan as submitted.

### **By-Laws Revision**

Nancy Dischinat reviewed WBLV By-Laws revision findings by the State Monitor and it was suggested that the following section be removed from the By-Laws:

#### **Section 3.03 Directors and Term of Office**

***F. In the event of a delay in the appointment process, Directors shall continue to serve in the category and seat to which they were appointed until either they or a new Director is appointed to their seat.***

Another recommendation from the state Monitor was to add words “**the most current version**” of Robert’s Rules of Order to distinguish which version will guide our Board meetings.

***ACTION: Keith Reynolds motioned, David Wolff seconded, all approved the revisions to the By-Laws as presented. No abstentions.***

### **Ad Hoc Nominating Committee for Slate of Officers**

Nancy Dischinat reviewed the current Slate of Officers with terms ending June 30, 2022 and requested to establish an Ad Hoc Nominating Committee to proceed with a new Slate of Officers for a two-year term to take effect on July 1, 2022 to June 30, 2024.

***ACTION: Mark Erickson motioned, Ann Bieber seconded, all approved the establishment of an Ad Hoc Committee for the new Ad Hoc Nominating Committee. No abstentions***

### **Discussion**

#### **Individual Training Account (ITA) Policy**

Nancy Dischinat discussed that research is being conducted on potentially raising the Individual Training Account Policy \$10,000 training cap. Additional funding may be available for critical skills training and specific grant programs to be reviewed case-by-case.

#### **Near Completers Grant**

Nancy Dischinat reported on the Near Completers Grant for which Northampton Community College and Lehigh Carbon Community College are education partners; however, no Workforce Area grant recipients have any enrollments due to the state's strict eligibility parameters. We will deobligate funding.

#### **Outreach Campaign**

Barry Fisher, President and General Manager of WFMZ presented the WBLV outreach campaign results. Chair Hackett reported on What's So Cool About Manufacturing scheduled for April 5, 2022.

#### **Talent Supply and Industry Sector Analysis Discussion**

Keith Reynolds reported on the Talent Supply and Industry Sector Analysis commissioned jointly by the WBLV and Lehigh Valley Economic Development Corporation. A presentation on the Study will be scheduled with Camoin.

#### **2021-2024 WIOA Local Plan Goals, Strategies and Challenges**

Nancy Dischinat continued to report on the Goals, Strategies and Challenges and give a full review on what has been accomplished at the next Board meeting.

#### **PA CareerLink® Lehigh Valley Workforce System**

Mike Dopkin reported on the Bureau of Workforce Partnership and Operations Workforce System activities and Sue Griffith reported on the PA CareerLink® Lehigh Valley Workforce System reports. Larry Melf updated on Title I WIOA, EARN, Out-of-School Youth Performance, and Nanse Wolfington reported on second quarter outcomes. Nancy Dischinat reported on the Metrix Learning.

#### **Grants/Initiatives**

Nancy Dischinat and staff provided updates: Statewide Activities Grants, Kiosks, Good Jobs Grant.

#### **Executive Director Update**

Nancy Dischinat reported on hiring One-Stop Operator, Kate Hartney, Greater Lehigh Valley Chamber of Commerce; hiring Sara Lutz as WBLV Youth Director, Becky Bradley, Lehigh Valley Planning Commission, reported on the hiring of David Jan, the shared Data Scientist position with LVPC and WBLV. Reports were also provided on Engage Roundtable for Superintendents and Employers, February 24, 2022, Engage Roundtable regarding COVID Impact, March 17, 2022, and Virtual Job Fair with Senator Pat Browne.

#### **Workforce Snapshot Labor Market Data and Legislative Information**

Gina Kormanik reported on Workforce Data and Michelle Young reported on legislation.

#### **Other**

Chair Laurie Hackett opened the floor for any committee reports.

#### **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, Timothy Mulligan seconded and all approved the meeting adjournment at 9:30am.