



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING  
TUESDAY, SEPTEMBER 14, 2021  
8:00 A.M.**

Join Zoom Meeting

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Meeting ID: 812 4242 6171 | Passcode: 147883

One tap mobile +19294362866,,81242426171#,,,,\*147883# US (New York)

**AGENDA**

1. **Welcome and Introductions**
  
2. **Action Required**
  - Approval of June 8, 2021 Minutes – **Attachment 1**
  - Finance Report, Program Year 2021-2022 - **Attachment 2**
  - Outsourcing of Information Technology (IT) Services – **On screen**
  - Approval of One-Stop Operator – **On screen**
  - Approval of 2021 Lehigh Valley High Priority Occupations – **On screen**
  - Approval of 2021-2024 Workforce Innovation and Opportunity Act Local Plan – **On screen**
  
3. **Request for Proposals Update**
  
4. **Federal, State Policy and Data Report**
  
5. **PA CareerLink® Lehigh Valley Workforce System Update**
  
6. **Strategic Planning and Alignment**
  
7. **Committee Reports**
  
8. **Public Comment**
  
9. **Adjournment**

**NEXT MEETING: TUESDAY, DECEMBER 7, 2021, 8:00 AM**

**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, Jane George, 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.