



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING  
TUESDAY, SEPTEMBER 13, 2022, 8:00 A.M.**

Join Zoom Meeting

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Meeting ID: 849 8362 5671 | Passcode: 768879

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**AGENDA**

1. **Welcome and Roll Call**
2. **WBLV Workforce System Overview, Goals, Challenges and Outcomes**
3. **Action Required**
  - Approval of June 14, 2022 WBLV Minutes – **Attachment 1**
  - Approval of July 25, 2022 Special Board Minutes, 401K Resolution – **Attachment 2**
  - Finance Report, Program Year 2022-2023 – **Attachment 3**
  - WBLV Policy Revisions
    - Individual Training Account – **Attachment 4**
    - Work-Based Training – **Attachment 5**
    - Priority of Services for WIOA Adult and Dislocated Worker Services – **Attachment 6**
    - Supportive Services/Incentives/Needs-Related Payments/Stipend – **Attachment 7**
4. **Lehigh Valley's Workforce System: PA CareerLink® Lehigh Valley**
5. **Board Briefing**
6. **Other**
7. **Public Comment**
8. **Adjournment**

**Next Meeting Date: Tuesday, December 6, 2022, 8:00 AM**

## **WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, SEPTEMBER 13, 2022**

The Workforce Board Lehigh Valley (WBLV) meeting was held virtually, September 13, 2022 at 8:00am.

**Members present:** Jane Brooks, Lorraine Faccenda, Marybeth Ferguson-Williams, Laurie Hackett, James Irwin, Ceceilia Jackson, Janice Komisor, Joseph Kovalchik, Kurt Landes, John MacDonald, Denise Maiatico, Gregg Marzano, William McGee, Timothy Mulligan, Lisa Nesbitt, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Sharon Scheirer, Portia Watkins, David Wolff, Michael Woodland, and Carol Young. **Guests:** Becky Bartlett, County of Northampton, Wendy Schlappich for Representative Zachary Mako, Anna Stackhouse for Representative Milou Mackenzie, Michael Dee for Representative Jeannie McNeil, Larry Melf and Meredith McCarthy, EDSI, Scott French, Rapid Response, and Public Advocate Dan Schneider. **Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, David Jan, Lillian Rodriguez, Venessa Torres, and PA CareerLink® Lehigh Valley Staff Sue Griffith, Mike Dopkin.

Board Chair Keith Reynolds welcomed all to the September 13, 2022 Workforce Board Lehigh Valley Board meeting and introduced the new 2022-2024 Board Officers including Jane Brooks Vice Chair, Stephen Paterson Secretary/Treasurer and Ex-Officio Laurie Hackett. Standing Board Committees: Executive Governance, Finance, Workforce Solutions, Accountability & Compliance, Business and Policy, Youth, Business-Education Partnership, and Inclusion, Diversity, Equity, Access. Chair Keith Reynolds stated that Stephen Patterson, Finance Chair, had a schedule change; therefore, the minutes reflect that the Finance Report is now at this point on the Agenda, which is publicly noticed.

### **Action Required**

#### **Finance Reports, Program Year 2022-2023**

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

***ACTION: Jane Brooks motioned, Timothy Mulligan seconded, and all approved the Finance Reports as presented. No abstentions.***

#### **WBLV Workforce System Overview, Goals, Challenges and Outcomes**

Nancy Dischinat reviewed: Lehigh Valley Workforce System Funding Flow Chart, Lehigh Valley Workforce System Structure chart, Workforce Acronyms, the Vision and Mission of the Workforce Board, Goals, Challenges and Local Plan Modification is to be submitted to the State on February 24, 2023.

David Jan, Data Scientist/Economist joint staff with Lehigh Valley Planning Commission and WBLV presented the new interactive Workforce Data Dashboard that visualizes key labor market data, tracks trends on unemployment or demographics data over time.

### **Action Required**

#### **June 14, 2022 WBLV Minutes**

***ACTION: Portia Watkins motioned, Denise Maiatico seconded and all approved the June 14, 2022 minutes as presented. No abstentions.***

#### **July 25, 2022 Special Board Meeting Minutes**

***ACTION: David Wolff motioned, Gregg Potter seconded and all approved the July 25, 2022 Special Board Minutes as presented. No abstentions.***

### **WBLV Policy Revisions**

#### **Individual Training Account**

Nancy Dischinat reviewed changes to the Individual Training Account Policy: The Individual Training Account (ITA) policy training cap revised to up to \$20,000. ITA in excess of \$20,000 may be approved by the WBLV Executive Governance Committee; assessment based on training is now used.

***ACTION: Portia Watkins motioned, seconded by Janice Komisor, and all approved the revisions to the Individual Training Account (ITA) Policy as recommended by the Executive Governance Committee and Chief Elected Officials. No abstentions.***

#### Work-Based Training

Revisions are recommended for consideration, as follows: 1. Incumbent Worker Training criteria from Workforce Innovation and Opportunity Act has been placed in the policy to show amount that employers must pay for the non-federal share of the cost of training, depending on the size of the company. The minimum percentage employers must pay is: 10 percent if the company has 50 or less employees; 25 percent if the company has 51 to 100 employees; 50 percent if the company has more than 100 employees; increase wages for work experiences from \$12/hour to \$13/hour; new language work experiences not to exceed 520 hours.

***ACTION: Denise Maiatico motioned, Tim Mulligan seconded and all approved the revision to the Work-Based Training Policy as recommended by the Executive Governance Committee and Chief Elected Officials. No abstentions.***

#### Priority of Services for WIOA Adult and Dislocated Worker Services.

Revisions recommended to the Priority of Services to WIOA Adult and Dislocated Workers Services Policy: Section regarding performance goals added required by Pennsylvania Department of Labor and Industry; new section showing minimum benchmark of 50.1% of WIOA adults shall be composed of one or more of 3 statutory priority groups: Public assistance recipients; Low-income; Basic skills deficient.

***ACTION: Portia Watkins motioned, David Wolff seconded and all approved the revisions to the Priority of Services for WIOA Adult and Dislocated Worker Services as recommended by the Executive Governance Committee and Chief Elected Officials. No abstentions.***

#### Supportive Services/Incentives/Needs-Related Payments/Stipends Policy Revisions

Revisions are being made to the Supportive Services/Incentives/Needs-related Payments/Stipend Policy: Added a section (page 4) for adults, dislocated workers, youth, and EARN. Policy now includes supplies/materials/related expenses not provided by the employer. Section added on follow-up for youth participants only since youth can receive supportive services during the year-long follow-up period; added transportation services, supplies/materials/related expenses not provided by the employer. Added a new section to describe youth incentive procedures for out-of-school and in-school youth. Title clarified on EARN section.

***ACTION: Denise Maiatico motioned, Joseph Kovalchik seconded and all approved the revision to the Supportive Services/Incentives/Needs-Related Payments/Stipends Policy as recommended by the Executive Governance Committee and Chief Elected Officials. No abstentions.***

#### Lehigh Valley's Workforce System: PA CareerLink® Lehigh Valley

Nancy Dischinat reported on the Greater Lehigh Valley Chamber of Commerce as One-Stop Operator; PY2021 Contracted WIOA Adult, Dislocated Workers, Out-of-School Youth, EARN Performance Outcomes; Monitoring/Compliance Outcomes 4<sup>th</sup> Quarter PY2021, Year-to-Date WIOA Title I Performance Outcomes; 555 Union Boulevard Lease Renewal; Easton PA CareerLink® Satellite Location; and LEAP programs at Northampton and Lehigh Counties.

#### Board Briefing

Nancy Dischinat updated on: Engage Employer Data Roundtable and upcoming roundtables for 2022-2023; U.S. Secretary of Transportation Buttigieg visit to Lehigh Carbon Community College (LCCC) and NTIA Representatives Berke visit at LCCC; Bosch Student Representative program/billboard campaign; Kiosk/Interview Skills; Gregg Potter recognized for Lehigh Valley Business Power list for Healthcare; and the Greater Lehigh Valley Chamber App on mobile phones.

#### Other

Chair Keith Reynolds opened the floor for any other business.

#### Public Comments

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

#### Adjournment

Janice Komisor motioned, Gregg Potter seconded and all approved the meeting adjournment at 9:37am.