



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, DECEMBER 6, 2022
8:00 A.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83942354450?pwd=TkFrM0JmNUdGM29sN3ZGbk5yT294QT09>

Meeting ID: 839 4235 4450 | Passcode: 637776

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AGENDA

1. **Welcome and Roll Call**

2. **Action Required**
 - Approval of September 13, 2022 Minutes – **Attachment 1**
 - Finance Report, Program Year 2022-2023 – **Attachment 2**
 - Transfer of WIOA Dislocated Worker to Adult Funds – **Attachment 3**

3. **Chief Elected Officials Approved WBLV By-Laws Revisions**

4. **PA CareerLink® Lehigh Valley Workforce System**

5. **Workforce Data, Outreach and Impact**

6. **Grants and Initiatives**

7. **Other**

8. **Public Comment**

9. **Adjournment**

Next Virtual Meeting: Tuesday, March 14, 2023, 8:00am

WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, DECEMBER 6, 2022

The Workforce Board Lehigh Valley (WBLV) meeting was held virtually, December 6, 2022 at 8:00am.

Board Chair Keith Reynolds welcomed all to the December 6, 2022 Workforce Board Lehigh Valley Board meeting and roll call was taken.

Members present: Ann Bieber, Jane Brooks, Heather Cardona, Lorraine Faccenda, Marybeth Ferguson-Williams, Karen Glose, Ceceilia Jackson, John MacDonald, William McGee, Timothy Mulligan, Lisa Nesbitt, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Susan Storm, Portia Watkins, David Wolff, Michael Woodland, Carol Young. **Guests:** Becky Bartlett, County of Northampton, Anna Stackhouse, Rep. Milou Mackenzie, Meredith McCarthy, EDSI, Scott French, Rapid Response, Rick Levis, PA Workforce Development Board, Zach Zobeck, Public Advocate Dan Schneider. **Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, David Jan, Lillian Rodriguez, Venessa Torres, PA CareerLink[®] Lehigh Valley Staff Sue Griffith, Mike Dopkin, and Kate Hartney, One-Stop Operator.

Action Required

September 13, 2022 WBLV Minutes

ACTION: Gregg Potter motioned, David Wolff seconded and all approved the September 13, 2022 minutes as presented. No abstentions.

Finance Reports, Program Year 2022-2023

Stephen Patterson reviewed WBLV Financial Reports for Program Year July 1, 2022-June 30, 2023 including: Projected Funding Sources Revenue Changes with Formula Funds, Discretionary and Other Funds, and Statements of Projected Revenue. Nancy Dischinat reported on statewide activities grants.

ACTION: John MacDonald motioned, Portia Watkins seconded, and all approved the Finance Reports as presented. No abstentions.

Transfer of Funds

Stephen Patterson presented the proposed Transfer of Funds from Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program to Adult Funds as approved by the Executive Governance Committee: *WIOA authorizes local boards (with approval from the Governor) to transfer up to 100% of Adult and Dislocated Worker program funds between the two programs. This year, because of the 3.7 percent unemployment rate many more adults are coming through our doors for services and training than dislocated workers. Therefore, we are asking the Workforce Board Lehigh Valley to approve a transfer of \$800,000 from the Dislocated Worker allocation to the Adult allocation to serve more Adult clients. This transfer will also align funding to meet compliance regarding expenditures and obligation rates as of June 30, 2023.*

ACTION: Gregg Potter motioned, Portia Watkins seconded, all approved the Transfer of WIOA Dislocated Worker Program Funds to the Adult Funds as presented. No abstentions.

Chief Elected Officials Approved WBLV By-Laws Revisions

Nancy Dischinat reported on revisions to the By-Laws as approved by the Chief Elected Officials as follows:

ARTICLE III. BOARD OF DIRECTORS

Section 3.05 Quorum, Manner of Action and Adjournment

A simple majority of the Directors in office shall be present at each **Workforce Board Lehigh Valley** quarterly **Board** meeting in order to constitute a quorum for the transaction of business. The acts of a majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board.

Section 3.06 Executive and Other Committees

- A. The WBLV shall designate and direct standing committees to provide information and assist the WBLV in carrying out activities. Committees shall include those required by the PA Department of Labor & Industry Workforce System Policies. **Standing committees require a minimum of three members to be present to conduct business.**

PA CareerLink® Lehigh Valley Workforce System

Nancy Dischinat reviewed issues related to PA CareerLink® Lehigh Valley: Workforce Innovation and Opportunity Act (WIOA) Title I Performance Flow Chart, WIOA Formula Funded and Compliance Measures, PY 2022-2023 Performance Measures, Monitoring Concern, EDSI Contracted Programs First Quarter Program Year (July, August, September 2022), WIOA Title I Performance Outcomes, LEAP Programs in Northampton and Lehigh Counties, and Communities In Schools In-School Youth Program contract cancellation.

Workforce Data, Outreach and Impact

David Jan, Data Scientist/Economist, presented the WBLV Interactive Workforce Data Dashboard. New data was presented on Harry, Mary, Emily and Johnny. Updates were provided on Lehigh Valley Talent Study Report and Engage Employer Roundtables. Nancy Dischinat reported on: showcase of employer training, outreach efforts, The Century Promise, Bosch Community Fund Podcasts, and conference participation at U.S. Conference of Mayors, PA Association of Career & Technical Administrators, National Association of Workforce Boards.

Grants and Initiatives

Nancy Dischinat reported on: Healthcare Industry Partnership Grant, Apprenticeship Building America & PA Grant, U.S. Department of Labor Nursing Expansion Grant, and Workforce Coordinators in Bethlehem Area School District High Schools. Chair Reynolds suggested presentation for the Board on Kiosks.

Other

Chair Keith Reynolds opened the floor for other reports. Nancy Dischinat stated the Easton satellite office is temporarily closed, pending the determination of a new location, the Bethlehem satellite is closed, and discussions underway regarding Comprehensive center lease renewal. No other reports received.

Public Comments

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

Adjournment

With no further business, Gregg Potter motioned, David Wolff seconded and all approved the meeting adjournment at 9:10a.m.