



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING  
TUESDAY, MARCH 14, 2023  
8:00 A.M.**

Join Zoom Meeting

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Meeting ID: 837 4939 4511 | Passcode: 703968

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**AGENDA**

1. **Welcome and Roll Call**
2. **Public Comment**
3. **Action Required**
  - Approval of December 6, 2022 Minutes – **Attachment 1**
  - Finance Report, Program Year 2022-2023 – **Attachment 2**
  - Approval of Corporate Authorization Resolution – **Attachment 3**
  - Approval of Financial and Single Audit Report – **Attachment 4**
  - Approval of Request for Audit Services Provider – **Presentation at meeting**
  - Approval of Contract Renewal Negotiations – **Presentation at meeting**
4. **Lease Renewal**
5. **WIOA Local Plan Modification Submitted**
6. **Lehigh Valley Workforce System Performance**
7. **Workforce Data, Outreach and Grants**
8. **Federal, State, and Local Efforts**
9. **Other**
10. **Adjournment**

**Next Virtual Meeting: Tuesday, June 13, 2023, 8:00am**

## WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, MARCH 14, 2023

The Workforce Board Lehigh Valley (WBLV) meeting was held virtually, March 14, 2023 at 8:00am.

Board Chair Keith Reynolds welcomed all to the March 14, 2023 Workforce Board Lehigh Valley Board meeting and roll call was taken.

**Members present:** Paul Anthony, Ann Bieber, Heather Cardona, Don Cunningham, Lorraine Faccenda, Marybeth Ferguson-Williams, Jane George, Karen Glose, Laurie Hackett, James Irwin, Ceceilia Jackson, Janice Komisor, Kurt Landes, John MacDonald, Denise Maiatico, William McGee, Timothy Mulligan, Lisa Nesbitt, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Portia Watkins, and David Wolff. **Guests:** Dave Marakovits and Jeff Dobeck from Buckno Lisidky & Co., Robert Pisko, Bureau of Workforce Development Association, Anna Stackhouse, Rep. Milou Mackenzie, Meredith McCarthy, EDSI, Scott French, Rapid Response, Bill Royer representing Rep. Ryan Mackenzie, Michel Dee representing Jean McNeil, Wendy Schlapp representing PA Representative Zachary Mako, Jaci Lydon, Connor Corpora representing PA Senate Robert Casey. **Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, David Jan, Lillian Rodriguez, Venessa Torres, Ilya Picca, PA CareerLink® Lehigh Valley Staff Sue Griffith, Mike Dopkin, and Kate Hartney, One-Stop Operator.

### Public Comments

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

### Action Required

December 6, 2022 WBLV Minutes

**ACTION:** *Laurie Hackett motioned, Kurt Landes seconded and all approved the December 6, 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:** *Tim Mulligan motioned, Portia Watkins seconded, and all approved the Finance Reports as presented. No abstentions.*

### Corporate Authorization Resolution

Stephen Patterson reported on the Corporate Authorization Resolution as follows:

The Workforce Board Lehigh Valley (WBLV) Board of Directors approves this Corporate Authorization Resolution at the \_\_\_\_\_, 2023 ~~June 2, 2016~~ WBLV Board of Directors meeting.

1. ~~RESOLVED:~~ The Workforce Board Lehigh Valley Board of Directors grant authority to ~~John D. MacDonald, Secretary/Treasurer; Nancy Dischinat, Executive Director; and Marie Beacher, Fiscal Director~~ the person or persons holding the following offices: Treasurer, Executive Director, and Fiscal Director, through provision of their signatures and forms of identification to:
  - I. Open any deposit or share account(s) in the name of the Corporation.
  - II. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.

III. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.

***ACTION: Denise Maiatico motioned, Heather Cardona seconded, and all approved the recommend changes to the Corporate Authorization Resolution as presented. No abstentions.***

#### **Financial and Single Audit Report**

Dave Marakovits and Jeff Dobeck from Buckno Lisicky & Co. reviewed the Workforce Board Lehigh Valley the Financial and Single Audit Reports for Program Year 2021-2022 including: Financial Statements and Supplementary Information, Management's Discussion and Analysis, Basic Financial Statements, Required Supplementary Information, Other Supplementary Information, Agreed Upon Procedures, Other Information; Independent Auditors' Report on Internal Control over Financial Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Independent Auditors' Report on Compliance for each major program and on Internal Controls over Compliance Required by the Uniform Guidance, and Schedule of Findings and Questioned Costs.

***ACTION: John MacDonald motioned, Heather Cardona seconded, and all approved the Financial and Single Audit Report as presented. No abstentions.***

#### **Request for Audit Services Provider**

Stephen Patterson reported that WBLV received three Request for Quotes for Audit Services Provider. The Review Committee recommends Buckno Lisicky & Co. to perform WBLV auditing services for another three year term. Chair Keith Reynolds thanked the Review Committee, which consisted of Ann Bieber, John MacDonald and Stephen Patterson.

***ACTION: Janice Komisor motioned, Gregg Potter seconded, and all approved Buckno Lisicky & Co. to serve as the Audit Service Provider for three-year term, as presented. No abstentions.***

#### **Contract Renewal Negotiations**

Nancy Dischinat reported on initiating Contract Renewal Negotiations with the following: Educational Data Systems, Inc. for Adult, Dislocated Workers program; Out-of-School and In-School Youth programs; Employment Advancement and Retention Network (EARN) program; Linking Employment Activities Pre-Release (LEAP) for Lehigh and Northampton Counties; and to begin negotiations with St. Luke's In-School Youth Health Career Exploration Program, ProJeCt of Easton Out-of-School Youth GED, Business Education Partnership Grant, and One-Stop Operator and Intermediary Service Provider with the Greater Lehigh Valley Chamber of Commerce.

***ACTION: Denise Maiatico motioned, Debi Rice seconded, and all approved as recommended to initiate contract negotiation as presented. Janice Komisor abstained.***

#### **Lease Renewal**

Keith Reynolds reported that the Executive Committee initiated an Ad Hoc Lease Renewal Committee with Chair Reynolds serving as Chair. Nancy Dischinat conducted research on lease options and received real estate market data from Lehigh Valley Economic Development Corporation, City of Easton and Northampton County. Chair Reynolds encouraged Board members to serve on this committee.

#### **WIOA Local Plan Modification Submitted**

Nancy Dischinat reported that the Local Plan Modification was submitted to the State on February 23, 2023.

#### **Lehigh Valley Workforce System**

Nancy Dischinat reported on Alternate Database for Participants which will cease; PA CareerLink® Lehigh Valley Re-Certification; Digital Intake Pilot/Technology Enhancements; EDSI Contracted Performance State Performance Outcomes; Request for Quotes/Proposals: Outreach/Marketing, Adult/Youth Providers; Summer Youth.

**Workforce Data, Outreach and Grants**

David Jan, Data Scientist/Economist, presented the WBLV Interactive Workforce Data Dashboard, new data 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.

**Federal, State, and Local Efforts**

Nancy Dischinat reported on: National Association of Workforce Boards Conference; Governor Shapiro's 2023 Budget; PA Workforce Development Association Conference; PA Inspired Leadership Program presentation on Student Career Readiness workshop; Meeting with PA State Senator Nick Miller; State of the County Addresses for Lehigh and Northampton County; Mayors' and Municipal Officials' Reception; Easton Mayor Breakfast.

**Other**

Chair Keith Reynolds opened the floor for other reports. Committee reports may be given at next Board meeting; and Mike Dopkin may present customer story.

**Adjournment**

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