



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING  
TUESDAY, JUNE 13, 2023  
8:00 A.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83545968824?pwd=YVJrQXJFdG5DREZRd3UwNmtVMWVQdz09>

Meeting ID: 835 4596 8824 | Passcode: 308923

One tap mobile +19294362866,,83545968824#,,,,\*308923# US (New York)

**AGENDA**

1. **Welcome and Roll Call**
2. **Public Comment**
3. **Action Required**
  - Approval of March 14, 2023 Minutes – **Attachment 1**
  - Finance Report, Program Year 2022-2023 – **Attachment 2**
  - Projected Funding Sources, Program Year 2023-2024 – **Attachment 3**
  - Resource Sharing Agreement Operations Budget, Program Year 2023-2024 – **Attachment 4**
  - Transfer of WIOA Dislocated Funds to Adult Funds – **Attachment 5**
  - PA CareerLink® Lehigh Valley Site Certification – **Attachment 6**
  - Workforce Board Lehigh Valley Policies – **Attachment 7**
    - Revision – Equal Opportunity Policy
    - Revision – Oversight and Monitoring Policy
  - WBLV Program Services Provider Agreements– **Attachment 8**
    - Educational Data Systems, Inc. (EDSI) Title I Adults, Dislocated Workers Program
    - EDSI In-School Youth Program
    - EDSI Out-of-School Youth Program
    - EDSI Employment Advancement and Retention Network (EARN) Program
    - EDSI Linking Employment Activities Pre-Release (LEAP) for Lehigh County
    - EDSI Linking Employment Activities Pre-Release (LEAP) for Northampton County
    - EDSI Business Education Partnership Grant
    - ProJeCt of Easton GED Program for Out-of-School Youth
    - St. Luke’s Hospital TANF In-School Youth
    - Greater Lehigh Valley Chamber of Commerce Business Intermediary
    - Lehigh Valley Economic Development Corporation Contract
4. **Executive Governance Committee Report**
5. **Other**
  - Presentation by Morten Rasmussen, B. Braun Medical, Inc.
  - WFMZ Ads
6. **Adjournment**

**Next Board Meeting: Tuesday, September 12, 2023**

## **WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, JUNE 13, 2023**

The Workforce Board Lehigh Valley (WBLV) meeting was held virtually, June 13, 2023 at 8:00am.

Board Chair Keith Reynolds welcomed all to the June 13, 2023 Workforce Board Lehigh Valley Board meeting and roll call was taken.

**Members present:** Paul Anthony, Ann Bieber, Jane Brooks, Heather Cardona, Don Cunningham, Lorraine Faccenda, Marybeth Ferguson-Williams, Jane George, Karen Glose, Laurie Hackett, James Irwin, Ceceilia Jackson, Janice Komisor, Kurt Landes, Joseph Kovalchik, John MacDonald, Denise Maiatico, Gregg Marzano, William McGee, Lisa Nesbitt, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Sharon Scheirer, Susan Storm, Portia Watkins, and David Wolff. **Guests:** Robert Pisko, Bureau of Workforce Development Association, Anna Stackhouse, Rep. Milou Mackenzie, Larry Melf and Meredith McCarthy, EDSI, Michel Dee representing Jean McNeil, Wendy Schlapp representing PA Representative Zachary Mako, Amy Coze representing US Senator Bob Casey, Nancy Wilt representing Peter Schweyer, Cheryl Baker, representing Steve Samuelson, and Gina Gastelber. **Staff:** Nancy Dischinat, Marie Beacher, Gina Kormanik, Lillian Rodriguez, Venessa Torres, Derik Capri, PA CareerLink® Lehigh Valley Staff Sue Griffith, and Mike Dopkin.

### **Public Comments**

Chair Keith Reynolds opened the floor for any public comments. Bob Pisko from the Bureau of Workforce Development Association stated that on June 5, 2023 he conducted an onsite fiscal review and there were no findings or any concerns as a result of the review.

### **Conflict of Interest Statement**

Chair Reynolds read the following Conflict of Interest Statement, which are now reflected in these Minutes, as follows: *WIOA and the State require that conflicts, both pecuniary and organizational be disclosed. Organizational conflict means that there is no direct financial benefit to the member or their immediate family but there is a benefit to the organization or entity the member or their immediate family works for or represents. The member with the conflict must refrain from participating in discussion and abstain vocally from the vote. If anyone feels they cannot do this please declare your conflict and walk out of the room. We will call you back in when the item is decided.*

*WIOA does not distinguish between private and public entities for purposes of declaring a conflict. The conflict of interest is personal, so that not only can actions of the board be voided if we do not follow the rules, but individual members can be prosecuted for violating conflict rules. It is up to the member to declare their conflict, although we will remind you if we are aware of the conflict. Remember we do not know every organization with which members have an affiliation. Generally, if you have to ask: “do I have a conflict if...?” You have answered your own question and to be sure you are doing the right thing, please refrain from voting and discussion.*

### **Action Required**

March 14, 2023 WBLV Minutes

***ACTION: Jane Brooks motioned, Gregg Potter seconded and all approved the March 14, 2023 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, Deobligation of Funds, Discretionary and Other Funds, and the Statement of Projected Revenue.

***ACTION: Don Cunningham motioned, David Wolff seconded, and all approved the Finance Reports as presented. No abstentions.***

**Projected Funding Sources, Program Year 2023-2024**

Stephen Patterson reviewed the Projected Funding Sources, Program Year 2023-2024 including Revenue Changes with Formula Funds, Detailed Revenue Changes, Discretionary and Other Funds, and Statements of Projected Revenue, and Projected Spending Plan by Account.

***ACTION: Marybeth Williams motioned, Heather Cardona seconded, and all approved the Projected Funding Sources for Program Year 2023-2024 as presented. No abstentions.***

**Resource Sharing Agreement Operations Budget, Program Year 2023-2024**

Stephen Patterson reviewed the Resource Sharing Agreement Operations Budget.

***ACTION: Marybeth Williams motioned, John MacDonald seconded, and all approved the Resource Sharing Agreement Operations Budget for Program Year 2023-2024 as presented. Denise Maiatico and Karen Glose abstained.***

**Transfer of WIOA Dislocated Worker Program Funds to Adult Funds**

Stephen Patterson reviewed the Transfer of Funds from Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program Funds to Adult Funds as follows: *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. Therefore, we are asking to approve a transfer of up to \$1,000,000 from 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 from July 1, 2023 to June 30, 2024.*

***ACTION: Portia Watkins motioned, David Wolff seconded, all approved the transfer of up to \$1,000,000.00 WIOA Dislocated Worker Program Funds to the Adult Funds as presented. No abstentions.***

**PA CareerLink® Lehigh Valley Site Certification**

Nancy Dischinat reported that every three years local boards are responsible for certifying PA CareerLink® sites in the local workforce area to remain eligible to receive infrastructure funds. Each PA CareerLink® Lehigh Valley site was reevaluated based on the criteria issued by the PA Department of Labor & Industry.

***ACTION: Karen Glose motioned, Gregg Potter seconded and all approved as presented to certify the comprehensive PA CareerLink® site at 555 Union Boulevard, Allentown PA 18109 for a three-year period from July 1, 2023 to June 30, 2026. No abstentions.***

***ACTION: Morten Rasmussen motioned, Portia Watkins seconded and all approved as presented to certify the PA CareerLink® Lehigh Valley at St. Luke's Sacred Heart Campus for a three-year period from July 1, 2023 to June 30, 2026. Sharon Scheirer abstained.***

***ACTION: Stephen Patterson motioned, Jane Brooks seconded and all approved as presented to certify the Allentown Employment and Training Center for a three-year period from July 1, 2023 to June 30, 2026. Ann Bieber abstained.***

**Workforce Board Lehigh Valley Policies**

Revision – Equal Opportunity Policy - Nancy Dischinat reported on the Equal Opportunity Policy Revision which updates the contact information.

***ACTION: Denise Maiatico motioned, Heather Cardona seconded and all approved the revision to the Equal Opportunity Policy as presented. No abstentions.***

Revision – Oversight and Monitoring Policy - Nancy Dischinat reviewed the Oversight and Monitoring Policy revisions with new information regarding the WBLV's Risk Assessment and Monitoring Plan.

***ACTION: Marybeth Williams motioned, Heather Cardona seconded and all approved the revisions to the Oversight and Monitoring Policy as presented. No abstentions.***

Chair Reynolds also reported that the Executive Committee discussed a new Policy for Service Animal which was tabled by the Executive Governance Committee for further review.

**WBLV Program Services Provider Agreements**

Nancy Dischinat reviewed WBLV Service Provider Agreement Renewals as follows:

**Workforce Innovation and Opportunity Act (WIOA) Title I Adults, Dislocated Workers**

Provider: Educational Data Systems, Inc. (EDSI); Proposed Contract Amount: \$2,490,944.00; Proposed enrollment of 380, and outcomes to-date; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Marybeth Williams motioned, Denise Maiatico seconded, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) to provide Title I services for Adults and Dislocated Workers as presented. No abstentions.***

**WIOA In-School Youth Program**

Provider: EDSI; Proposed Contract Amount: \$328,973.00; Proposed enrollment of 30, and outcomes to date; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Paul Anthony motioned, Don Cunningham seconded, and all approved the one-year renewal of EDSI In-School Youth program as presented.***

**WIOA Out-of-School Youth Services**

Provider: EDSI; Proposed Contract Amount: 1,582,501.00; Proposed enrollment of 150, and outcomes to date; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Denise Maiatico motioned, Karen Glose seconded, and all approved the one-year renewal of EDSI Out-of-School Youth services as presented. No abstentions.***

**Employment Advancement and Retention Network**

Provider: EDSI; Proposed Contract \$783,554.00; Proposed enrollment determined by PA Department of Human Services; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Marybeth Williams motioned, Portia Watkins seconded, and all approved the one-year renewal of EDSI to provide services for EARN as presented. No abstentions.***

**Linking Employment Activities Pre-Release (LEAP) for Lehigh County**

Provider: EDSI; Proposed Contract \$208,415.00; Proposed enrollment of 50-60, and outcomes to date; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Marybeth Williams motioned, Heather Cardona seconded, and all approved the one-year renewal of EDSI to provide services for LEAP Lehigh County as presented. No abstentions.***

**Linking Employment Activities Pre-Release (LEAP) for Northampton County**

Provider: EDSI; Proposed Contract \$260,008.00; Proposed enrollment of 108, and outcomes to date; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Jane Brooks motioned, Sharon Scheirer seconded, and all approved the one-year renewal of EDSI to provide services for LEAP Northampton County as presented. No abstentions.***

**Business Education Partnership Grant – Workforce Liaison**

Provider: EDSI; Proposed Contract \$56,440.00; this is a staff position with EDSI.

***ACTION: Gregg Marzano motioned, Marybeth Williams seconded, and all approved the one-year renewal of EDSI to provide Workforce Liaison services under the Business Education Partnership Grant as presented. No abstentions.***

**ProJeCt of Easton WIOA Out-of-School Youth GED**

Provider: ProJeCt of Easton; Proposed Contract \$102,100.23; Proposed enrollment 15, and outcomes to date; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Don Cunningham motioned, Gregg Potter seconded, and all approved the one-year renewal of ProJeCt of Easton WIOA Out-of-School Youth GED program as presented. Janice Komisor abstained.***

St. Luke’s Hospital Health Career Exploration

Provider: St. Luke’s Hospital; Proposed Contract \$126,147.23; Proposed enrollment 30, and outcomes to date; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Jane Brooks motioned, David Wolff seconded, and all approved the one-year renewal of St. Luke’s Hospital Health Career Exploration program as presented. Sharon Scheirer abstained.***

Business Intermediary Service Provider

Provider: Greater Lehigh Valley Chamber of Commerce; Proposed Contract \$73,213.00; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Marybeth Williams motioned, Portia Watkins seconded, and all approved the one-year renewal of Greater Lehigh Valley Chamber of Commerce to provide Business Intermediary services as presented. Paul Anthony abstained.***

Coordination of Workforce Development and Economic Development

Provider: Lehigh Valley Economic Development Corporation; Proposed Contract \$40,000-\$50,000; one-year renewal period of July 1, 2023 to June 30, 2024.

***ACTION: Gregg Marzano motioned, Gregg Potter seconded, and all approved the one-year renewal of Lehigh Valley Economic Development Corporation to provide Coordination of Workforce Development and Economic Development services as presented. Don Cunningham and Paul Anthony abstained.***

**Executive Governance Committee Report**

A report on the 555 Union Boulevard lease renewal was provided including research on lease options and real estate market data received from Lehigh Valley Economic Development Corporation, City of Easton and Northampton County.

Nancy Dischinat reported on the 3<sup>rd</sup> Quarter Performance monitoring outcomes; a Request for Quotes for One-Stop Operator has been posted as of June 7, 2023.

Nancy Dischinat recognized Sharon Scheirer from St. Luke’s University Health Network who has served on our Board since 2005 for her service and dedication over the years to the Workforce Board Lehigh Valley. Chair Reynolds read the plaque to Sharon Scheirer.

**Other**

Morten Rasmussen, B. Braun Medical Inc., provided a presentation on the Industrial Training & Education (iTEC) Consortium of the Lehigh Valley. Nancy Dischinat presented recent WFMZ TV ad videos.

**Adjournment**

With no further business, Sharon Scheirer motioned, Portia Watkins seconded, the meeting adjourned at 9:20a.m.