



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, SEPTEMBER 12, 2023
8:00 A.M.**

Join Zoom Meeting

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AGENDA

1. **Welcome and Roll Call**
2. **Public Comment**
3. **Action Required**
 - Approval of June 13, 2023 Minutes – **Attachment 1**
 - Finance Report, Program Year 2023-2024 – **Attachment 2**
 - 2021-2024 WIOA Local Plan Modification – **Attachment 3**
 - Revised Work-Based Training Policy – **Attachment 4**
 - New On-the-Job Training Policy – **Attachment 5**
4. **Lease Update**
5. **Adult Education and Family Literacy Presentation:**
 - Northampton Community College, Lehigh Carbon Community College, ProJeCt of Easton
6. **Executive Report**
7. **Other**
8. **Adjournment**

Next Board Meeting In-Person: Tuesday, December 5, 2023

WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, SEPTEMBER 12, 2023

The Workforce Board Lehigh Valley (WBLV) meeting held virtually, September 12, 2023 at 8:00am.

Board Chair Keith Reynolds welcomed all to the September 12, 2023 Workforce Board Lehigh Valley Board meeting and roll call was taken.

Board Members present: Ann Bieber, Jane Brooks, Heather Cardona, Don Cunningham, Lorraine Faccenda, Jane George, Karen Glose, Laurie Hackett, James Irwin, Ceceilia Jackson, Joseph Kovalchik, Kurt Landes, John MacDonald, Denise Maiatico, Gregg Marzano, William McGee, Lisa Nesbitt, Rebecca Nowery, Owen O'Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Susan Storm, Portia Watkins, Marybeth Williams, Michael Woodland, and Carol Young. **Guests present:** Melanie Erb, Bureau of Workforce Development Administration, Michael Dee representing PA Representative Jean McNeil, Wendy Schlapp representing PA Representative Zachary Mako, Bill Royer representing PA Representative Ryan Mackenzie, Amy Coze representing US Senator Bob Casey, William Schaffer, Northampton Community College, Alison Ludlow, Lehigh Carbon Community College, Erin Roman, ProJeCt of Easton, and Larry Melf and Meredith McCarthy, Educational Data Systems, Inc. **Staff present:** Nancy Dischinat, Gina Kormanik, Sarah Lutz, Lillian Rodriguez, Ilya Picca, Venessa Torres, Nanse Wolfington, PA CareerLink® Lehigh Valley Staff Sue Griffith and Mike Dopkin.

Public Comments

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

Action Required

June 13, 2023 WBLV Minutes

ACTION: Gregg Potter motioned, Joseph Kovalchik seconded and all approved the March 14, 2023 minutes as presented. No abstentions.

Finance Reports, Program Year 2023-2024

Finance Committee Chair, Stephen Patterson reviewed the Workforce Board Lehigh Valley Financial Reports for Program Year July 1, 2023-June 30, 2024, including the Projected Revenue and Spending Plan, Formula Funds, Discretionary Funds, Other Funds, additional Carryovers, and New Funds, Statement of Projected Revenue Spending Plan by Account, and Projected Revenue and Spending Plan by Funding Source.

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

2021-2024 WIOA Local Plan Modification

Nancy Dischinat presented the Local Plan Modification as follows: Under the Workforce Innovation and Opportunity Act (WIOA), the PA Department of Labor and Industry requires local Boards to develop a four-year Local Plan. In between the four-year timeframe, Boards must review their Local Plan in partnership with Chief Elected Officials to submit modifications reflecting changes in the plan. The timeline for the WBLV Plan Modification was as follows:

1. From February through May 2023, we received input from CEOs, Board and Committees.
2. From June 21 through July 20, 2023, our Plan Modification was out for Public Comment.
(One positive comment received from Lehigh Career & Technical Institute.)
3. We received Conditional Approval from the State on July 3, 2023.
4. The deadline to submit Board-approved Plan Modification to the State is September 29, 2023.

ACTION: Gregg Potter motioned, Heather Cardona seconded, and all approved the 2021-2024 WIOA Local Plan Modification as presented. No abstentions.

Revised Work-Based Training Policy

Nancy Dischinat reviewed the Revised Work-Based Training Policy that has On-the-Job Training, Incumbent Worker Training, and Work Experience under one policy called the Work-Based Training Policy. This Policy is being revised to focus on Incumbent Worker Training and Work Experiences only, and remove the On-the-Job Training language as a standalone policy.

ACTION: Don Cunningham motioned, Karen Glose seconded, and all approved the Work-Based Training Policy revisions as presented. No abstentions.

New On-the-Job Training Policy

Nancy Dischinat reviewed the new On-the-Job Training Policy as a standalone policy that offers more training options for employers to engage in On-the-Job Training.

ACTION: Jane Brooks motioned, Denise Maiatico seconded, and all approved the New On-the-Job Training Policy as presented. No abstentions.

Lease Update

As approved by the Workforce Board Lehigh Valley Executive Governance Committee, Chair Reynolds provided highlights on the 555 Union Boulevard Lease with the Landlord, Executive Education Academy Charter School Foundation. The new lease will be in effect October 1, 2023 to September 30, 2033. Chair Reynolds also thanked the Lease Committee including himself, Jane Brooks, Stephen Patterson, Portia Watkins, Paul Anthony, Denise Maiatico and Gregg Marzano for their participation.

Adult Education and Family Literacy Presentation

William Schaffer, Director of the Center for College and Career Readiness at Northampton Community College, Alison Ludlow, Program Director Literacy for Lehigh Carbon Community College, and Erin Roman, Director of Programs for ProJeCt of Easton provided a presentation on the Adult Education and Family Literacy Act Title II of the Workforce Innovation and Opportunity Act (WIOA) which assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency; assist parents or family members to obtain the education and skills; assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training; assist immigrants and other individuals who are English language learners improving their reading, writing, speaking, and comprehension skills in English; and mathematics skills. Chair Reynolds thanked the presenters for their presentation, which is required by the PA Department of Education.

Executive Report

Nancy Dischinat reported on the following: Workforce Board Lehigh Valley Fiscal Director position; 4th Quarter Performance monitoring outcomes; One-Stop Operator Contract with the Greater Lehigh Valley Chamber of Commerce; Shared Staff with Community Services for Children and Lehigh Valley Planning Commission; Employer Engagement Roundtables; revised Employability Skills Curriculum; and Revamping of St. Luke's PA CareerLink® Lehigh Valley location. Gina Kormanik provided information on the updated Workforce Data Dashboard; High Priority Occupations List, effective August 1, 2023; and the Omnibus Appropriations Bill including Infrastructure Investment & Job Act (IIJA), CHIPS Act; and Inflation Reduction Act (IRA); Tech Hub, Recompete, Broadband, and Commonwealth Workforce Transformation Program.

Other

Chair Reynolds opened the floor for other business. None received.

Adjournment

Chair Reynolds reported that the next Board meeting scheduled for Tuesday, December 5, 2023 would be an in-person to acknowledge Marie Beacher. With no further business, Gregg Potter motioned, Jane Brooks seconded, and all approved. The meeting adjourned at 9:02a.m.