



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING  
555 UNION BOULEVARD, ALLENTOWN, PA 18109  
TUESDAY, DECEMBER 5, 2023  
8:00 A.M.**

**AGENDA**

- 1. Welcome and Roll Call**
  
- 2. Public Comment**
  
- 3. Action Required**
  - Approval of September 12, 2023 Minutes – ***Attachment 1***
  - Finance Report, Program Year 2023-2024 – ***Attachment 2***
  - Approval of Draft Single Audit Report – ***Attachment 3***
  
- 4. Executive Report**
  
- 5. Other**
  
- 6. Adjournment**

## **WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, DECEMBER 5, 2023**

The Workforce Board Lehigh Valley (WBLV) meeting was held on Tuesday, December 5, 2023 at 8:00am, at 555 Union Boulevard, Allentown, PA.

Board Chair Keith Reynolds welcomed all to the December 5, 2023 Workforce Board Lehigh Valley Board meeting and roll call was taken.

**Board Members present:** Ann Bieber, Jane Brooks, Heather Cardona, Don Cunningham, Ceceilia Jackson, Joseph Kovalchik, John MacDonald, Gregg Marzano, William McGee, Timothy Mulligan, Owen O’Neil, Stephen Patterson, Morten Rasmussen, Keith Reynolds, Debi Rice, Portia Watkins, Marybeth Williams, David Wolff and Michael Woodland. **Guests present:** Dave Marakovits, Buckno Lisicky & Co., Michael Dee representing PA Representative Jeanne McNeill, Bill Royer representing PA Representative Ryan Mackenzie, Ken Navitsky representing PA Representative Milou Mackenzie, Glorilex Vasquez representing PA Representative Steve Samuelson, Connor Corpora representing Senator Nick Miller, Leo Rooney, Greater Lehigh Valley Chamber of Commerce, Alan Jennings, Dr. Avis Hendrickson, Educational Consultation Services, 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, Mike Dopkin, Bureau of Workforce Partnership and Operations.

Chair Reynolds congratulated Marie Beacher on her retirement and Nancy Dischinat for serving 40 years in the Workforce System. Chair Reynolds introduced past Board member Alan Jennings who provided remarks.

### **Public Comments**

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

### **Action Required**

September 12, 2023 WBLV Minutes

***ACTION: David Wolff, motioned, Portia Watkins seconded and all approved the September 12, 2023 minutes as presented. No abstentions.***

### **Finance Reports, Program Year 2023-2024**

Finance Committee Chair, Stephen Patterson reviewed the Workforce Board Lehigh Valley Finance Reports for Program Year July 1, 2023-June 30, 2024 including: Projected Revenue/Spending Plan, Formula Funds, Discretionary Funds, Other Funds; Statement of Projected Revenue Spending Plan by Account, 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.***

### **Approval of Draft Single Audit Report**

Dave Marakovits from Buckno Lisicky & Co. reviewed the Workforce Board Lehigh Valley Financial and Single Audit Reports dated June 30, 2023 with no findings/material weaknesses reported.

***ACTION: David Wolff motioned, Gregg Marzano seconded and all approved the Draft Audit Report as presented. No abstentions.***

### **Executive Report**

2021-2024 WIOA Local Plan Modification

Nancy Dischinat reported that our WIOA Local Plan Modification was approved by the PA Department of Labor and Industry on September 28, 2023 and is posted on WBLV website.

**New One-Stop Operator**

Nancy Dischinat introduced Leo Rooney from the Greater Lehigh Valley Chamber of Commerce assisting with One-Stop Operator responsibilities and serve as our Intermediary Service Provider.

**Shared Economist/Outreach Marketing**

Nancy Dischinat reported on a Shared Economist hired in partnerships with Lehigh Valley Planning Commission. WBLV hired Teri Haddad from Community Services for Children for Outreach services.

**Workforce Data Dashboard/Data Highlights/Rapid Response Summary**

Nancy Dischinat presented highlights from our new Workforce Data Dashboard which is available on our website, and discussed Rapid Response Summary activities.

**Individual Training Accounts (ITA) / On-the-Job Training**

Nancy Dischinat reviewed ITA and OJT training status reports.

**Paid Work Experience**

Nancy Dischinat encouraged employers to become worksite for youth paid work experiences.

**Northampton and Lehigh County LEAP Programs**

Nancy Dischinat reported on Northampton County Prison and Lehigh County Jail on the Linking Employment Activities Pre-Release (LEAP) programs.

**Monitoring Compliance**

Nancy Dischinat reported on outcomes of 1st Quarter Program Year 2023 Year-to-Date Performance Outcomes.

**Kiosks**

Nancy Dischinat reported on Career Kiosk demonstrations at Northampton Community College. Lehigh Community College and Nazareth Area Middle School have requested Kiosks.

**Employer Roundtables**

Nancy Dischinat reported on holding Employer Roundtables supported by the PA Department of Community & Economic Development with the December 7, 2023 roundtable regarding Planning for a High School Job Fair.

**Get a Job Day/Job Fair for High School Students**

Nancy Dischinat provided a projected outline for the High School Seniors Job Fair.

**SkillUp PA Lehigh Valley**

Nancy Dischinat reported on SkillUp training sessions with Allentown School District students.

**Allentown Innovation City Proposed by Senator Nick Miller**

Nancy Dischinat reported on the proposed Allentown Innovation City; Allentown Economic Development Corporation is commissioning a feasibility study for this initiative.

**Grants Update**

Nancy Dischinat provided updates on: Strengthening Community Colleges Grant with Lehigh Carbon Community College, Northampton Community College and Luzerne County Community College; Bipartisan Infrastructure Law; and, testimonials from employers and customers.

**Other**

Chair Reynolds opened the floor for other business. None received. Nancy Dischinat gave remarks regarding Marie Beacher, Fiscal Director, who is retiring after 40 years of service to Lehigh Valley's Workforce System. Chair Reynolds invited all for the Celebration for Marie Beacher.

**Adjournment**

With no further business, Stephen Patterson motioned, Tim Mulligan seconded, and all approved. The meeting adjourned at 9:02a.m.