



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, JUNE 18, 2024, 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 March 12, 2024 Minutes – **Attachment 1**
- Finance Report, Program Year 2023-2024– **Attachment 2**
- Projected Funding Sources, Program Year 2024-2025 – **Attachment 3**
- Resource Sharing Operating Budget, Program Year 2024-2025 – **Attachment 4**
- Transfer of WIOA Adult and Dislocated Worker Funds – **Attachment 5**
- 2024-2026 Recommended WBLV Slate of Officers – **On Screen**
- WBLV Program Services Provider Agreement Renewals – **Attachment 6**
 - EDSI WIOA Title I Adult and Dislocated Worker
 - EDSI WIOA In-School Youth
 - EDSI WIOA Out-of-School Youth
 - Employment Advancement and Retention Network (EARN)
 - LEAP Lehigh County
 - LEAP 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 Intermediary Contract
 - Lehigh Valley Economic Development Corporation Contract

4. Executive Update

5. Other

6. Adjournment

WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, JUNE 18, 2024

The Workforce Board Lehigh Valley (WBLV) meeting was held virtually, Tuesday, June 18, 2024 at 8:00am.

Members present: Ann Bieber, Jane Brooks, Heather Cardona, Lorraine Faccenda, James Irwin, Ceceilia Jackson, Joseph Kovalchik, Kurt Landes, John MacDonald, Denise Maiatico, Timothy Mulligan, Kenneth Nasatka, Lisa Nesbitt, Rebeca Nowery, Owen O’Neil, Stephen Patterson, Morten Rasmussen, Keith Reynolds, Debi Rice, Susan Storm, Portia Watkins, Marybeth Williams, and David Wolff. **Guests:** Terry Wilttrout, Chair of PA Workforce Development Board, Billie Barnes and Dianna Kralle of Bucks County Workforce Development Board, Brooke Cho, Office of Vocational Rehabilitation, Wendy Schlappich for Representative Zachary Mako, Kenneth Navistky for Representative Milou Mackenzie, Mike Dee for Representative Jeanne McNeil, Scott French, Rapid Response, and Zack Sebeck. **Staff:** Nancy Dischinat, David Hein, Gina Kormanik, Lillian Rodriguez, Venessa Torres, Ilya Picca, PA CareerLink® Lehigh Valley Staff Sue Griffith, and Mike Dopkin, Bureau of Workforce Development and Operations.

Chair Reynolds welcomed all to the June 18, 2024 WBLV Board meeting, and introduced Terry Wilttrout, Chair, PA Workforce Development Board, who provided remarks regarding the PA Workforce Development Board.

Public Comments

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

Action Required

March 12, 2024 Minutes

ACTION: Stephen Patterson motioned, Timothy Mulligan seconded and all approved the March 12, 2024 minutes as presented. No abstentions.

Finance Reports, Program Year 2023-2024

Stephen Patterson reviewed the WBLV Financial Reports for Program Year July 1, 2023-June 30, 2024 including: Projected Funding Sources and Statements of Projected Revenue.

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

Projected Revenue and Spending Plan, Program Year 2024-2025

Stephen Patterson reviewed the WBLV Projected Financial Reports for Program Year July 1, 2024-June 30, 2025 including: Projected Funding Sources, Statements of Projected Revenue, Projected Spending Plan by Account, and Projected Revenue and Spending Plan by Funding Resource.

ACTION: Jane Brooks motioned, Marybeth Williams seconded, and all approved the Projected Revenue and Spending Plan as presented. No abstentions.

Resource Sharing Operating Budget, Program Year 2024-2025

Stephen Patterson reviewed the Infrastructure Cost, Facilities, and the Operations of the Resource Sharing Operating Budget for Program Year 2022-2023.

ACTION: Portia Watkins motioned, Marybeth Williams seconded, and all approved the Resource Sharing Agreement Operations Budget as presented. No abstentions.

Transfer of WIOA Adult and Dislocated Worker 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, 2024 to June 30, 2025.

ACTION: Timothy Mulligan motioned, Heather Cardona seconded and all approved a transfer of up to \$1,000,000.00 from the Dislocated Worker allocation to the Adult allocation as presented. No abstentions.

Approval of Recommended 2024-2026 WBLV Slate of Officers

Chair Reynolds reviewed the current 2022-2024 Slate of Officers with terms ending June 30, 2024 and proceeded with the recommended incoming Slate of Officers with a two-year term for 2024-2026 as follows:

Chair: Jane Brooks, Senior Community Affairs Regional Manager, Highmark Blue Shield

Vice Chair: Morten Rasmussen, Corporate Vice President Operations Human Resources, B. Braun Medical Inc.

Secretary/Treasurer: Stephen Patterson, Chief Lending Officer, Fleetwood Bank

Ex-Officio: Keith Reynolds, President, Business Reynolds Systems

ACTION: David Wolff motioned, Marybeth Williams seconded, and all approved the Slate of Officers for 2024-2026 as presented.

Chair Reynolds next reviewed WBLV Committee Chairs for Executive Governance, Finance, Business Education Partnership, Youth, Business and Industry, and Workforce Solutions, Accountability and Compliance.

WBLV Program Services Provider Agreement Renewals

Nancy Dischinat reviewed the following Program Services Provider Agreement Renewals:

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

Provider: Educational Data Systems, Inc. (EDSI); proposed contract under negotiation; proposed enrollment of 400, outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Denise Maiatico motioned, seconded by Rebecca Nowery, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) to provide services for WIOA Adults and Dislocated Workers, based on contract negotiations, as approved by Executive Governance Committee on June 4, 2024. No abstentions.

Workforce Innovation and Opportunity Act (WIOA) In-School Youth Program

Provider: Educational Data Systems, Inc. (EDSI); proposed contract under negotiations; proposed enrollment of 300; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Ceceilia Jackson motioned, Joseph Kovalchik seconded, and all approved the one-year renewal of EDSI for WIOA In-School Youth services, based on contract negotiations, as approved by the Executive Governance Committee on June 4, 2024. No abstentions.

Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Services

Provider: Educational Data Systems, Inc. (EDSI); proposed contract under negotiation; proposed enrollment of 150; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Jane Brooks motioned, Heather Cardona seconded, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) WIOA Out-of-School Youth services, based on contract negotiations, as approved by the Executive Governance Committee on June 4, 2024. No abstentions.

Workforce Innovation and Opportunity Act (WIOA) Employment Advancement Retention Network (EARN)

Provider: Educational Data Systems, Inc. (EDSI); proposed contract under negotiation; proposed estimated enrollment determined by PA Department of Human Services; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Marybeth Williams motioned, Ken Nasatka seconded, and all approved the one-year renewal of Educational Data Systems, Inc. (EDSI) to provide services for EARN, based on contract negotiations, as approved by the Executive Governance Committee on June 4, 2024. No abstentions.

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

Provider: Educational Data Systems, Inc. (EDSI); proposed contract under negotiation; proposed enrollment of 50-60; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: John MacDonald motioned, Denise Maiatico seconded, all approved the one-year renewal of EDSI to provide services for LEAP program for Lehigh County, based on contract negotiations, as approved by Executive Governance Committee on June 4, 2024. No abstentions.

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

Provider: Educational Data Systems, Inc. (EDSI); proposed contract under negotiation; proposed enrollment of 108; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Marybeth Williams motioned, Heather Cardona seconded, all approved the one-year renewal EDSI to provide services for LEAP program for Northampton County, based on contract negotiations, as approved by Executive Governance Committee on June 4, 2024. No abstentions.

Business Education Partnership Grant – Workforce Liaison

Provider: Educational Data Systems, Inc. (EDSI); proposed contract under negotiation; EDSI staff position; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Joseph Kovalchik motioned, Denise Maiatico seconded, all approved the one-year renewal of EDSI to provide Workforce Liaison services under the Business Education Partnership Grant, based on contract negotiations, as approved by Executive Governance Committee on June 4, 2024. No abstentions.

ProJeCt of Easton Proposed WIOA Out-of-School Youth GED Program

Provider: ProJeCt of Easton; proposed contract \$85,450.51; proposed enrollment 15; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Owen O’Neil motioned, Marybeth Williams seconded, and all approved the one-year renewal of ProJeCt of Easton GED Out-of-School Youth program, based on contract negotiations, as approved by the Executive Governance Committee on June 4, 2024. No abstentions.

St. Luke’s Hospital TANF Health Career Exploration After School Program Services for In-School Youth

Provider: Saint Luke’s Hospital of Bethlehem, Pennsylvania; proposed contract for \$134,02.85; proposed enrollment of 30; outcomes to-date provided; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Timothy Mulligan motioned, David Wolff seconded, and all approved the one-year renewal of St. Luke’s Hospital to provide Health Career Exploration After School services for TANF In-School Youth, based on contract negotiations, as approved by the Executive Governance Committee on June 4, 2022. Rebecca Nowery abstained.

Intermediary Contract Renewal

Provider: Greater Lehigh Valley Chamber of Commerce; proposed contract under negotiation; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Marybeth Williams motioned, Jane Brooks seconded, all approved the one-year renewal of Greater Lehigh Valley Chamber of Commerce for Intermediary based on contract negotiations, as approved by the Executive Governance Committee on June 4, 2022. No abstentions.

Lehigh Valley Economic Development Corporation Renewal

Provider: Lehigh Valley Economic Development Corporation; proposed contract under negotiation; one-year renewal period from July 1, 2024 to June 30, 2025.

ACTION: Denise Maiatico motioned, Heather Cardona 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 approved by the Executive Governance Committee on June 4, 2022. No abstentions.

Executive Update

Nancy Dischinat presented a plaque to thank Keith Reynolds for his leadership, dedication and service as Board Chair to the Workforce Board Lehigh Valley for the past two years.

Reports also included: State Performance Outcomes; Individual Training Accounts (ITAs), On-the-Job Training and Youth Paid Work Experiences; PA Workforce Development Association Conference held May 1-3, 2024 and the PA Governor's Achievement Employer Award Winner was B. Braun Medical Inc. and PA Governor's Achievement Youth Participant Award Winner, Janelle McLeary; update on Engage Employer Roundtables and invitation to upcoming Data Roundtables on June 20, 2024 presented by Center for Workforce Information and Analysis and June 21, 2024 presentation by Lehigh Valley Planning Commission on Regional Data.

Sarah Lutz reported outcomes of the High School Seniors Only Job Fair held on May 7, 2024 with 54 employers, 300 students from 14 high schools and two community colleges and also showed a video of the event.

Gina Kormanik presented the Workforce Data Dashboard and new Lehigh Valley Occupational Wages.

Updates were provided on the following grants: Bosch Community Funds; Pathway 5 Home Grant for Lehigh and Northampton County Jails; Recompete Grant, City of Allentown; and, PA DCED Capital Projects Community Facilities Grant.

Nancy Dischinat reported on Future Work to include Healthcare Pipeline Industry Partnership, Manufacturing Industry Partnership, Lehigh Valley Local Plan, Strategic Planning Session, and PA CareerLink® Awareness Days.

Other

Chair Reynolds opened the floor for any other business.

Adjournment

With no further business, Portia Watkins motioned, Jane Brooks seconded and the meeting adjournment at 9:26am.