



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, SEPTEMBER 10, 2024
8:00 A.M.**

Join Zoom Meeting

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Meeting ID: 898 6950 0717 | Passcode: 427655

One tap mobile +19294362866,,89869500717#,,,,*427655# US (New York)

AGENDA

1. **Welcome and Roll Call**
2. **Public Comment**
3. **Action Required**
 - Approval of June 18, 2024 Minutes – **Attachment 1**
 - Finance Report, Program Year 2024-2025 – **Attachment 2**
4. **Plans and Policies**
5. **WBLV Board of Directors List, July 1, 2024 to June 30, 2025**
6. **Lehigh Valley Workforce System Monitoring and Compliance**
7. **Staffing**
8. **Executive Update**
9. **Grants**
10. **Adjournment**

**WORKFORCE BOARD LEHIGH VALLEY MEETING MINUTES
TUESDAY, SEPTEMBER 10, 2024**

The Workforce Board Lehigh Valley (WBLV) Board meeting was held virtually on Tuesday, September 10, 2024 at 8:00am.

Board Members present: Jane Brooks, Ann Bieber, Heather Cardona, Brooke Cho, Lorraine Faccenda, Jeffrey Fretz, Karianne Gelinis, James Irwin, Ceceilia Jackson, Joseph Kovalchik, Kurt Landes, John MacDonald, Denise Maiatico, Tim Mulligan, Kenneth Nasatka, Lisa Nesbitt, Rebecca Nowery, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Portia Watkins, Marybeth Williams, Michael Woodland, and Carol Young. **Guests:** Michael Dee representing Representative Jeannie McNeil, Wendy Schlappich representing Representative Zack Mako, and Chris Miller, Elevated. **Staff:** Nancy Dischinat, David Hein, Gina Kormanik, Sarah Lutz, Nanse Wolfington, Ilya Picca, Lillian Rodriguez and Venessa Torres; Sue Griffith, PA CareerLink Lehigh Valley staff; Mike Dopkin and Doug Monroe, Bureau of Workforce Partnership and Operations.

Chair Jane Brooks welcomed all to the September 10, 2024 Workforce Board Lehigh Valley Board meeting and proceeded with roll call.

Public Comments

Chair Brooks opened the floor for public comments. No public comments were received.

Action Required

June 18, 2024 Minutes

ACTION: Debi Rice motioned, Gregg Potter seconded and all approved the June 18, 2024 minutes as presented. No abstentions.

Finance Report, Program Year 2024-2025

Stephen Patterson reviewed WBLV Finance Reports for Program Year July 1, 2024-June 30, 2025: 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: Heather Cardona motioned, Keith Reynolds seconded, and all approved the Finance Reports as presented. No abstentions.

Plans and Policies

WIOA Local Plan

Nancy Dischinat reported the Workforce Innovation and Opportunity Act (WIOA) requires that Workforce Boards, in partnership with Chief Elected Officials, to develop and publish a strategic plan, in alignment with WIOA and the Pennsylvania WIOA Combined State Plan. Therefore, during each WBLV Committee until the end of 2024, we ask for input into our Local Plan development. Submission of the final plan is due by February 21, 2025 to the PA Department of Labor and Industry.

Local Governance Workforce System Policy

Ms. Dischinat reported that the PA Department of Labor & Industry released an updated Local Governance Policy that elaborates on the requirements and provisions of the original policy released in 2015 by adding and/or revising language for clarity. Key changes include: Interim Appointments, Vacancies, Board Removal, Conflict of Interest Forms, and Standing Committees.

Gina Kormanik presented the WBLV Workforce Data Dashboard including Lehigh Valley unemployment rate at 3.4%, PA at 3.4% and U.S. is at 4.2% along with other highlights; also reported on the High Priority Occupations List which is effective August 1, 2024.

WBLV Board of Directors List, July 1, 2024 to June 30, 2025

Ms. Dischinat reported on WBLV appointments as of July 1, 2024. Discussion included a Board Retreat.

Lehigh Valley Workforce System Monitoring and Compliance

Ms. Dischinat presented the Program Provider Contract Performance Outcomes for Program Year 2023-2025 and the Program Year 2024-2025 approved programs as follows: Educational Data Systems Inc. (EDSI) WIOA Title I Adult, Dislocated Workers program, EDSI WIOA In-School Youth, EDSI WIOA Out-of-School Youth, Employment Advancement and Retention Network (EARN), Linking Employment Activities Pre-Release for Lehigh County, Linking Employment Activities Pre-Release for Northampton County, ProJeCt of Easton GED Program for Out-of-School Youth, and St. Luke's Hospital TANF In-School Youth. Reports were provided on 4th Quarter Program Year-to-Date WIOA Title I Performance/Outcomes showing all performance outcomes have been met, as well as submitted Performance Negotiations for PY 2024-2025.

Staffing

Ms. Dischinat reported our continued partnership with the Lehigh Valley Planning Commission to hire a shared Economist. WBLV is recruiting for an Assistant Workforce Director, Accountant, part-time Human Resource Consultant. Other staffing includes: One-Stop Operator; PA CareerLink® Lehigh Valley Site Administrator; and Apprenticeship Coordinator.

Executive Update

Updates were provided on: Congressional Hispanic Caucus On-the Road event with First Lady Jill Biden held at Lehigh Carbon Community College; Career Awareness Days August 26 - September 13, 2024; PA Workforce Development Association (PWDA) Workforce Leaders Symposium on September 17-18, 2024, and ApprenticeshipPA Expo on November 18-19, 2024 at Wind Creek in Bethlehem. Sarah Lutz reported on the new Bosch Student Representatives that will be representing from all 17 high schools.

Grants

Ms. Dischinat discussed the following grants: U.S. Department of Commerce Recompete Grant for City of Allentown; Business Education Partnership High School Seniors Only Job Fair; Business Education Partnership involving The Century Promise; Youth Inside Out Manufacturing and Supply Chain Industry Partnership; and, Healthcare Pipeline Industry Partnership.

Adjournment

With no further business, Stephen Patterson motioned, Portia Watkins, seconded and the meeting adjourned at 9:07am.